

## City Of Stephenville, Texas

## ANNUAL BUDGET REPORT FY 2016-2017

PREPARED BY  
FINANCE DEPARTMENT  
wgv



PROPOSED

# **City of Stephenville**

## **ANNUAL PROGRAM OF SERVICES 2016-2017**

SUBMITTED TO

**THE MAYOR AND CITY COUNCIL  
AUGUST 1, 2016**

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# City of Stephenville

## Fiscal Year 2016-2017

### Budget Cover Page

The following statement is provided in accordance with state law:

This budget will raise more revenue from property taxes than last year's budget by an amount of \$165,353, which is a 3.19 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$103,740.

The members of the governing body voted on the budget as follows:

**FOR:**

**AGAINST:**

**PRESENT and not voting:**

**ABSENT: None**

#### Property Tax Rate Comparison

	2016-2017	2015-2016
Property Tax Rate	\$0.4900/100	\$0.4900/100
Effective Tax Rate:	\$0.4816/100	\$0.4647/100
Effective Maintenance & Operations Tax Rate:	\$0.4403/100	\$0.4297/100
Rollback Tax Rate:	\$0.5325/100	\$0.5214/100
Debt Rate:	\$0.0446/100	\$0.0450/100Total

Debt obligation for City of Stephenville secured by property taxes: \$ 3,920,000.

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# MISSION STATEMENT

The mission of the City of Stephenville is to progressively provide cost effective programs and services that encourage the highest quality of life to our citizens.

*We dedicate ourselves to making Stephenville the most desirable place to live, work and play.*

*We envision:*

- *a safe and secure environment,*
- *an informed citizenry,*
- *educational, recreational and cultural opportunities,*
- *enhanced economic viability,*
- *a high degree of mobility and*
- *Inviting and friendly park spaces.*

*Working as a team, we pledge to be:*

- *respectful of individual dignity and rights,*
- *financially responsible,*
- *ethical and responsive to our customers,*
- *innovative in addressing community needs and*
- *An organization in which we can serve with pride.*

Quality service is the operating principle of the City of Stephenville and the responsibility of each of us. Quality means the continuous interaction and accountability of all – citizens, elected officials and staff – in the enhancement of our community vision and the improvement of city-delivered services

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# **BUDGET OVERVIEW**

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298 West Washington Stephenville, Texas 76401-4257 (254) 918-1220

August 1, 2016

Honorable Mayor and City Council  
City of Stephenville, Texas

Dear Mayor and City Council:

I am pleased to present to you the Proposed Budget and Plan of Municipal Services for the fiscal year 2016-17. The Annual Budget and Plan of Municipal Services is the most important document that is adopted by the city council each year. In developing this document, as always, a significant amount of time is devoted by city council members and city staff. An annual budget is developed through an extensive process of reviewing requests received from citizens, various city departments, and external agencies, then prioritizing those requests in a manner that utilizes resources effectively, within fiscal constraints, while working to achieve goals set out by the city council.

## GOALS

A list of goals that the City of Stephenville should strive toward on an ongoing basis includes the following:

- *Ensure the Long-Term Financial Health of City Government*
- *Provide Quality Public Safety for current and future residents*
- *Sustain infrastructure enhancements with a five-year capital improvement plan*
- *Improve quality of life and appearance of the community through community partnerships and grants*
- *Active economic development by promoting development or redevelopment that efficiently uses land, infrastructure, and public services, and by implementing strategies to create and retain well-paying jobs*
- *Strong comprehensive planning to promote orderly and sustained development to increase taxable value*

This budget is intended to maintain the direction established by our citizens and the city council in order to meet the existing challenges and to effectively plan for future needs.

**CITY OF STEPHENVILLE  
MISSION STATEMENT**

***“To progressively provide cost-effective programs and services that encourage the highest quality of life for our citizens.”***

**BUDGET OVERVIEW**

The 2016-2017 Program of Services totals \$24,052,839 in expenses and \$22,990,815 in revenues including \$134,000 in capital leases to be issued to finance an ambulance and landfill equipment. Of the amount budgeted for total expenses, approximately \$18.1 million is for continued operations, \$303k capital replacement, and \$3.5 million for debt service. The remaining budget is related to capital projects and new programs. The total city budget has been decreased by \$1,281,982 compared to the 2016-17 amended mid-year budget.

Below is a summary of revenues and expenses by fund. An in-depth analysis of revenues and expenses can be found in the Financial Summary Section of the document.

***General Fund Revenues***

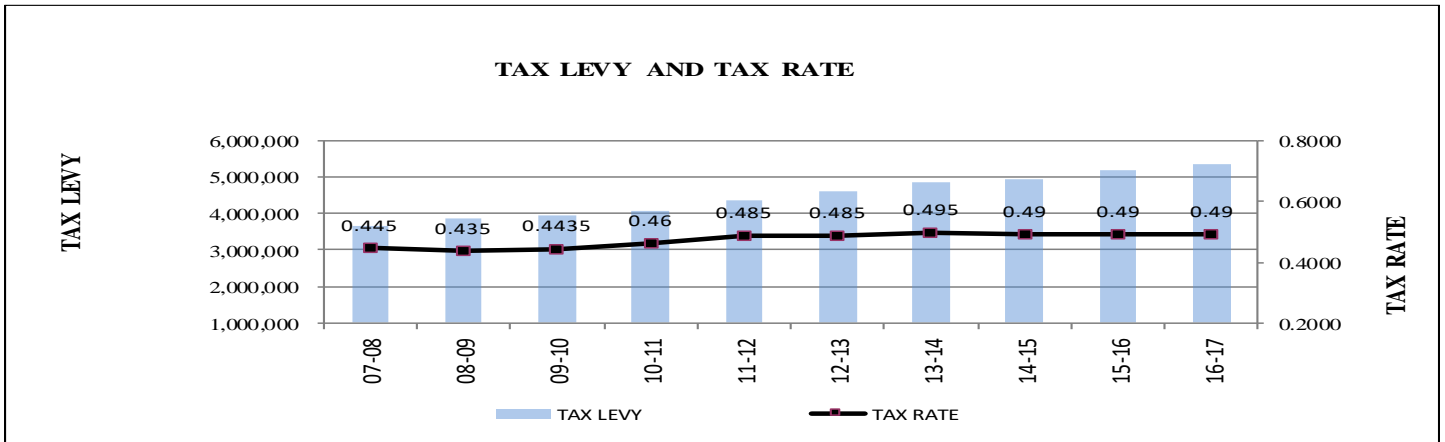
General Fund revenues are expected to total \$13,091,462, an increase of \$26k over the FY16 projections. Sales tax revenues are flat but property assessed valuations continue to increase at a moderate growth rate.

**Property tax** revenue is expected to total \$5,351,986, an increase of 4.29% above the FY 16 budget, based on maintaining the tax rate at \$0.490 per \$100 of taxable value. Maintaining the rate at the current level enables the City to absorb cost increases in personnel and operating costs. Property tax revenue makes up approximately 41% of the general fund revenues. Property taxes represent one of the most stable revenues of the city as unpaid taxes become liens on the property. Taxable property valuations increased 3.01% from \$1.060 billion to \$1.092 billion due to an increase in appraisals and largely as a result of \$21.1M from new property. The average value per home has risen from an average taxable value of \$104,954 in FY16 to \$109,028 in FY17.

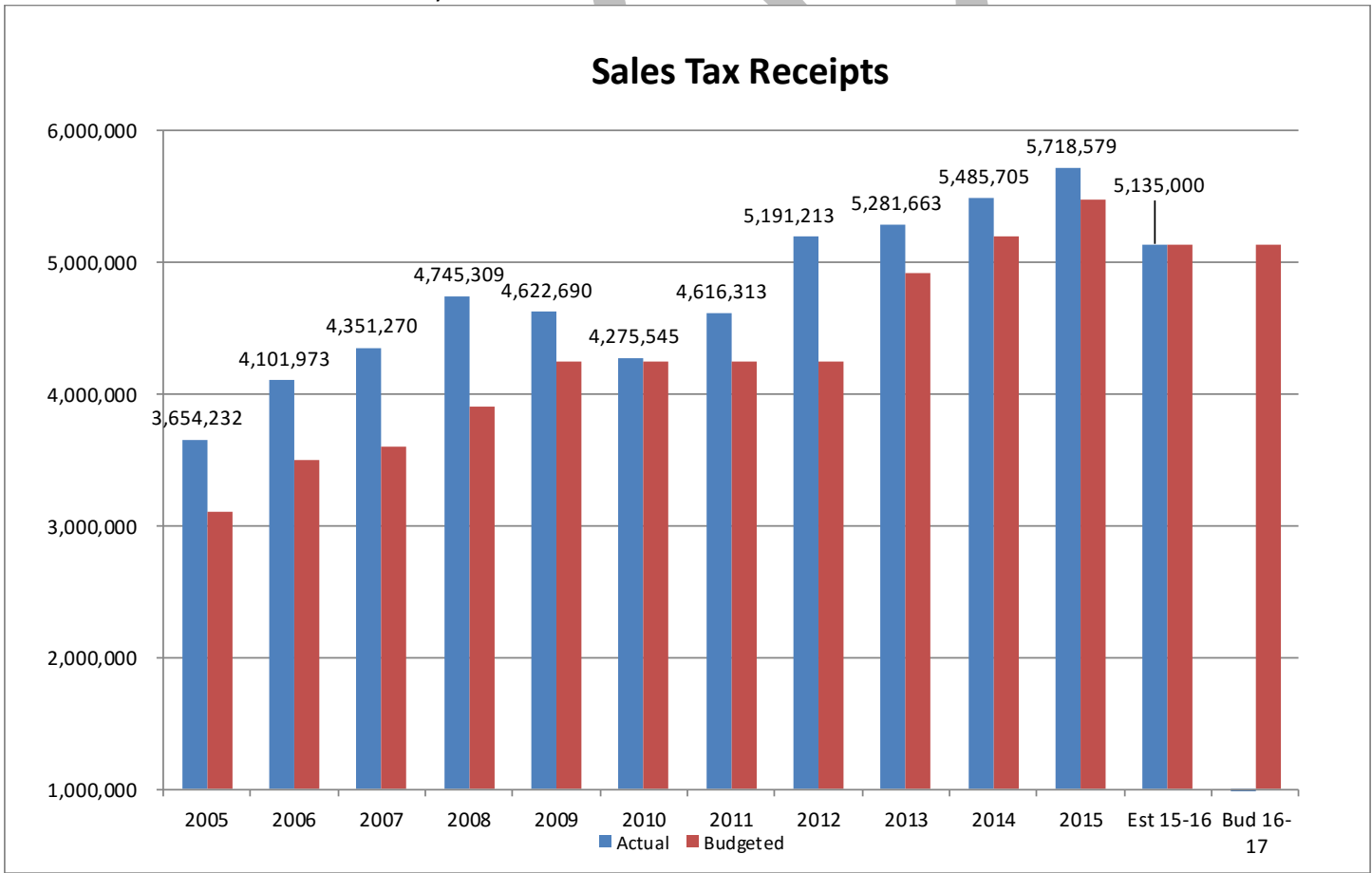
<b>Total Appraised Value</b>	<b>\$1,092,242,104</b>
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The average home's city tax bill will increase from \$514.18 to \$525.08 because of the overall increase in taxable values, but is subject to each home's individual appraisal. The portion of the tax rate applied to debt service will be \$0.0446 compared to \$0.0454 from FY165. With the increase in property values, the maintenance and operations portion of the tax rate will increase to \$.4454 per \$100 property valuation, compared to \$.4446 from FY2015-2016. Revenues will increase by \$165,353.

Operations and Maintenance Tax Rate	\$0.4454
Interest and Sinking Tax Rate	<u>0.0446</u>
<b>Total Tax Rate</b>	<b>\$0.4900</b>



**Sales tax** collections have not met expectations in FY16 after increasing approximately 6.1% above collections in FY15. Sales tax revenues are budgeted to be stable. No major sales generators are currently under construction. Sales tax collections have grown 40% over the last decade. Sales tax is based on current trends and population growth from student enrollment at Tarleton State University.



**Development** related revenues include building permits, inspections, and zoning related fees. New construction projects in the area of \$15,000,000 are expected to begin or be completed during FY17. The City Council is reviewing standardized development fees and processes to streamline the development and building permit process. New residential construction is steady with over 100 new residential permits projected through FY17.

**User Fees.** The fee schedule is reviewed annually for cost analysis and comparative services. A few adjustments are recommended to cemetery plot fees and recreation participation fees. User fees have been adjusted the last couple of years to reflect the increases in minimum wages.

For more information on General Fund revenues, turn to the General Fund located in the “Financial Summary” section of the budget.

### ***General Fund Expenses***

General Fund expenses are budgeted to total \$13,982,142, which is an increase of 3.02% above the FY16 budget. The major expense changes are listed below by category.

**Salaries and benefits are expected** to increase 5.22% from the FY16 amended budget. The City rebid its health insurance contract in FY15-16 and incurred increases of approximately 22.2% compared to prior year. The City’s contribution rate for the Texas Municipal Retirement System (TMRS) will decrease 0.02% (14.47% to 14.45%) to ensure fund stability. The only recommended pay adjustment is CPI increase of 1.02%. The Council will need to consider the recommendation of adding two new FTE to the workforce.

**Operating expenses** are expected to increase moderately. The utilities, insurance, supplies and materials are minimized for the ongoing maintenance of city equipment, vehicles, roadways, parks, etc. The Parks and Recreation Department will continue to provide a multitude of both youth and adult services and to assist in funding other special events for the community. Adult programs are designed to be cost neutral. Youth programs are designed to subsidize the cost by 40%. Splashville is expected to recoup 70% of expenditures. The FY16-17 budget contains \$32,000 for special events. The FY16-17 budget contains the pay-as-you-go method of financing residential street improvements. This budget includes \$750,000 for a major street project, \$230,000 for street maintenance projects, \$40,000 for slurry seal, \$10,000 for crack seal, and \$6,000 for one street sweeping. We continue to participate with the North Central Texas Council of Governments aerial and mapping program. The code enforcement department has been allocated \$10,000 this year to fund demolition of substandard structures.

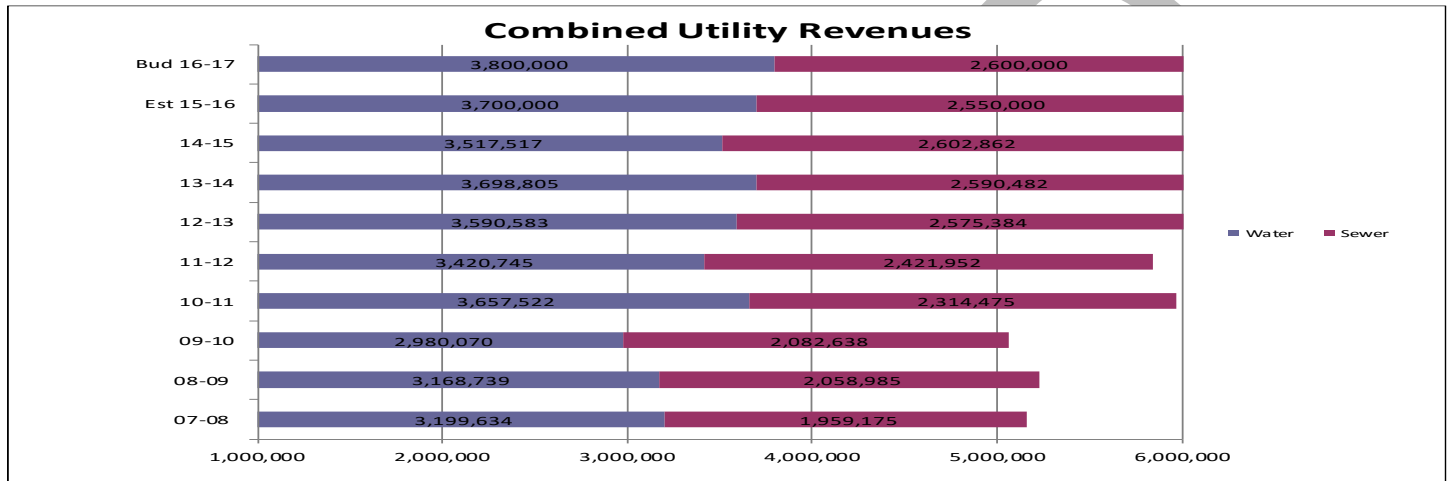
**Fleet Replacement** to continue our fleet and equipment replacement program is proposed at \$303,000.

**Transfers out** have been discussed extensively. Council has committed to the airport runway extension project (Texas Department of Transportation Aviation Division) and the Bosque River Trail extension (Texas Department of Transportation). Council has committed to the Bosque River Trail extension (Texas Department of Transportation). The estimated project participation from the city is 38% or \$545,338 plus cost overruns and real estate, respectively. The City has acquired all of the identified properties for the trail extension. Construction of the trail extension is expected to begin in September 2016.



### Utility Fund Revenues

Utility revenues total \$6,669,775 which is 1.77% increase from the FY16 projected budget. Operating revenues include water, wastewater, storm water drainage, and landfill user fees. The increased user fee revenue is due to 3% water and sewer rate increases implemented in March 2015 and March 2016, to customer growth, and drought conditions. A water and sewer rate volume charge increase of 3% is proposed for March 2017. No increases are being proposed to the storm water drainage or landfill gate fees.



Per the contract with Progressive Waste Solutions, the company can request increases in rates based on the Consumer Price Index (CPI) for the previous 12 months. Requests are brought forward by the company to coincide with the calendar year. The city is contracted with Progressive Waste Solutions through 2018.

### Utility Fund Expenses

Utility Fund expenses are budgeted to total \$6,646,630 which is a decrease of 10.49% from the FY16 projected budget. There is \$2,239,995 of debt service payments. Operating expenses total \$3.9 million. The major expense changes are listed below by category.

**Operating expenses** are expected to remain virtually unchanged. The utilities, insurance, supplies and materials are minimized for the ongoing maintenance of city equipment, vehicles, water, sewer, storm drainage, landfill, etc. In the past, the City implemented a pay-as-you-go method to finance improvements to the water and sanitary sewer systems. This budget contains an allocation of \$125,000 for maintenance of the water wells, \$265,000 for maintenance of the water distribution system, \$15,000 for meter maintenance, \$50,000 for maintenance of the water sewer collection system and \$100,000 for wastewater treatment plant maintenance. Per the contract with OMI, the company can request increases in rates based on Consumer Price Index (CPI) for the previous 12 months for the operation of the City's wastewater treatment plant. The contract costs are anticipated to increase 3.26%. The city is contracted with OMI through 20176. The total amount budgeted for storm water drainage is \$555,416. There is \$505,216 of debt service payments and \$50,000 for maintenance projects for storm water drainage. The proposed landfill budget for FY17 is \$856,181. This includes a one-time operating transfer to the General Fund of \$445,000 and \$175,000 for the lease purchase of a shredder.

**Other services and charges** are the water supply contract with the Upper Leon River Municipal Water District. The city has a contract to purchase 1.662 mgd (1,862 Ac-Ft) annually of water.

**Capital outlay** is recommended for fleet and equipment replacement program of \$69,000. Two new proposed capital lease payments of \$103,500, \$30,600 and \$120,000 will also begin in FY17 related to a replacement of the landfill compactor, ambulance and fire truck. Projects currently underway are the 2016 Street Reconstruction Project- \$1,000,000, 2015 Street Rehabilitation Project- \$338,000 allocated for construction.

**Transfers out** - The Utility Fund will pay for reimbursement of indirect costs to the General Fund in the amount of \$258,870. Each year we will analyze what portion of these costs the General Fund pays and make adjustments as needed.

### ***Other Funds***

**Airport fund** budget for FY17 is \$97,763, which is a \$4,326 increase over FY16. There is \$24,753 of debt service payments in this budget. The goal is for the airport to break-even by covering the operational costs for FY17. The Airport Fund accounts for all funding received from outside organizations and grant funds received relating to capital improvements at the airport. We are on the Texas Department of Transportation Aviation Division project list to extend the runway. The funding requires 10% matching costs from the city. We have acquired some property and have removed structures. We still have properties on each end of the airport to be acquired. We have completed the Airport Layout Plan, and will engage in a funding agreement with TxDOT for the runway extension. The remaining city match is expected to be about \$600,000.

**Special revenue funds** are derived from hotel occupancy taxes, child safety fines and public safety restricted funds. The Stephenville Independent School District, CASA, Cross Timbers Family Services, Paluxy River Children's Advocacy Center and STAR Council on Substance Abuse have made applications for the projected \$4,000 of the child safety funds. The police department has been allocated \$3,700 for training from restricted revenues. As in the past, we are using a portion of the Special Revenue Fund to continue funding the Summer Concert Series. The partnership between the City of Stephenville and Tex Star Ford provides our community several opportunities during the summer to enjoy free concerts from well-known and rising stars in the music industry. In partnership with Keep Stephenville Beautiful, we are allotting funds for a Welcome to Stephenville sign. Under existing contracts, portions of the hotel occupancy taxes have again been budgeted for the Chamber of Commerce (4¢), Cross Timbers Fine Arts Council (1¢) and the Stephenville Museum (1¢).

**Economic Development (4B)** fund is maintained for projects related to economic development. During fiscal year 2014-2015 the city council authorized a sales tax election that would devote 1/8 of 1 cent. This equal 12.5 cents of every sales tax dollar we receive. The citizens of Stephenville overwhelmingly voted to approve the 4B sales tax allocation. The City of Stephenville has a sales tax rate of \$1.50 per \$10. Thus, the City receives approximately \$1.375 per \$10.00 in sales and the 4B corporation, the Stephenville Economic Development Authority (SEDA) will receive .125 or \$1.50 per \$10 in sales. The sales tax allocation to SEDA began on 10-01-15. The city council has selected a board of directors for the corporation and upon approval of the corporation, the board and the council a new Executive Director was hired.

**Capital projects** fund is maintained for projects related to governmental activities. During fiscal year 1997-98 the city council authorized the issuance of \$2.7M in debt through the issuance of certificates of obligation to fund the extension of Wolfe Nursery Road and Frey Street. This fund has been created to account for the proceeds from that debt issuance and track the costs associated with this project. Construction proceeds were expended. We received assessments from the adjoining property owners for a portion of the enhancements to their property. The funds have been used to participate in economic development initiatives. The proposed budget projects that the beginning fund balance will be

\$416,690. Council has committed to the Bosque River Trail extension (Texas Department of Transportation). The estimated project participation from the city is 22% or \$545,338 plus cost overruns and real estate, respectively.

#### ***Fund Balance***

Fund balance is basically defined as the amount of funds available that remain unencumbered and not appropriated. The city adopted by resolution a financial policy that requires maintaining a minimum fund balance equivalent to 25% of operating expenditures. This ideal fund balance equates to \$6,676,773 for FY17 and continues to be met. Fund balance is used as an indicator by bond rating agencies and other financial institutions in determining the city's creditworthiness. A strong fund balance facilitates a better bond rating which in turn reduces the city's interest cost when it issues debt.

#### ***CONCLUSION***

As City Administrator, I believe it is my responsibility to submit to you a fiscally sound budget while ensuring that the level of service provided to our citizens and stakeholders remains as high as possible while addressing the goals and expectations set by you. This operating budget reflects a variety of community issues, planning initiatives, and economic development opportunities. While we have discussed many alternatives this document funds the needs with reserves. Opportunities for increasing user fees, reducing our bad debt write-offs, finding ways to buy down debt, and economic development initiatives are constantly being evaluated. Staff is challenged daily to analytically look at the services we provide in an effort to find ways to be more efficient so we can provide better more cost effective services. As an example, the city has locked in utility rates for the next several years which will result in a savings opportunity. The Police Department has proposed an initiative to begin leasing marked patrol units which over time will also result in reduced cost to the City. We are prepared to meet the expectations of the council and community and we are committed to the continued delivery of excellent service. The staff and I look forward to implementing this budget.

Sincerely,



Patrick C. Bridges  
City Administrator

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# The Budget Process

The City of Stephenville's budget process is the mechanism that changes taxpayer requests and resources into government services and expenditures. Again this year, the City of Stephenville has made a great commitment to setting community goals, performance objectives, and priorities. Below is the budget process of the city:

## I. Definition and Authority

The budget is a financial plan for the fiscal year of operations that matches all planned revenues and expenditures with the services provided to the residents of the city, based on established budgetary policies. The city charter establishes that the city's fiscal year shall begin on the first day of October and end on the last day of September of each calendar year. Such fiscal year shall also constitute the budget and accounting year.

## II. Preparation and Submission of the Budget

The budget preparation process begins in March before the beginning of the fiscal year. Under the City Charter, the City Administrator is responsible for preparing and recommending an operating budget for City Council consideration. He, along with the Finance Director, determines guidelines for the city's department and division heads to use in preparing their budgets. These guidelines are based on council goals, anticipated revenues, levels of service desired, and capital equipment and improvement needs.

The Finance Department prepares the Budget Instructions Manual to be used in budget preparations. It includes the guidelines the City Administrator and Finance Director have developed, the budget calendar, and specific instructions for completing the forms included in the manual. These include requests for capital equipment and projects, operating budget request forms, authorized position forms, requests for new positions, and requests for new and/or enhanced services.

During April, the finance staff meets individually with all department/division heads to explain the guidelines to be used in the preparation of their budget, distribute the budget instructions manual, the forms to be completed and deadlines to be met, and give any further directions for budget preparation. Department heads are responsible for expenditure estimates of their departments/divisions. Personnel cost information is provided to them by the finance staff. In estimating other divisional expenses, department heads base their estimates on historical data adjusted for trends and possible rate increases.

In May, the City Council and department/division heads attend a budget workshop at which the staff presents departmental programs, goals, objectives, and needs in order to receive direction on programs and service levels from the council.

By the end of June all operating budget and capital requests are due in the finance office so that staff can begin compiling them and determining financing needs. Factors to be considered in determining items to be capitalized are as follows:

- Item can be permanently identified as an individual unit of property
- Item has an anticipated useful life of five years or more
- Item belongs to one of the following categories:
  - Land
  - Buildings and Structures
  - Equipment
- Item constitutes a tangible, permanent addition to the value of city assets
- Item does not constitute repair or maintenance
- Item's cost should generally exceed \$1,000.
  - Note: If the item is less than \$1,000, then the item should be a component unit of an asset meeting the above-stated criteria.

After all the budgets are compiled, the City Administrator and the Finance Director meet with the department/division heads individually to discuss their budget submissions.

By July, three-fourths of the current fiscal year is past, and the Finance department works to fine-tune the revenue estimates. Revenue projections are generally based on historic receipts adjusted for rate increases and trends. The city's philosophy on revenue projections is making the best estimate possible using historic data and trends, being careful not to overestimate revenue.

The City Administrator submits to the City Council, at least sixty (60) days prior to the beginning of each budget year, the proposed budget for the following fiscal year. The budget provides a complete plan for the fiscal year and contains the following:

- A budget message, explanatory of the budget, which message shall contain an outline of the financial policies of the city for the fiscal year, shall set forth the reasons for salient changes from the previous fiscal year in expenditures and revenue items, and shall explain any major changes in the financial policy;
- A consolidated statement of receipts and expenditures for all funds;
- An analysis of property valuation;
- An analysis of the tax rate; tax levies and tax collections by years for at least five (5) years for the number of years for which records are available;
- General fund resources in detail;
- Summary of proposed expenditures by fund, department, and activity;
- Summary of proposed expenditures by character and object;
- Detailed estimates of expenditures shown separately for each activity to support the summaries. Such estimates of expenditures are to include an itemization of positions showing the number of persons having each title and the rate of pay;
- A revenue and expense statement for all types of bonds;

- A description of all bond issues outstanding, showing rate of interest, date of issue, maturity date, amount authorized, amount issued and amount outstanding;
- A schedule of requirements for the principal and interest on each issue bonds;
- A special fund section;
- The appropriation ordinance;
- The tax levying ordinance;
- A capital improvement program for the budget year and proposed method of financing;
- A summary of the condition of machinery, equipment, and buildings;
- A suggested legislative program and the highlights of the proposed administrative program.

### III. Adoption of the Budget

The budget and all the supporting schedules shall be filed with the City Secretary when submitted to the Council and shall be open for public inspection by anyone interested. At the council meeting at which time the budget is submitted, the council will fix the time and place of a public hearing on the budget and shall cause to be published a notice of the hearing, setting forth the time and place thereof and presenting a condensed summary of the budget, at least seven (7) days before the date of the hearing. At the time and place set forth in the notice, or at any time and place to which the public hearing shall be from time to time adjourned, the council shall hold a public hearing on the budget submitted and all interested citizens shall be given an opportunity to be heard for or against any item or the amount of any item herein contained.

The budget shall be adopted in original or amended form by the favorable votes of at least a majority of all members of the whole council and shall be finally adopted not later than seven (7) days prior to the beginning of the fiscal year. Should the council take no final action on or prior to such date, the budget as submitted shall be deemed to have finally been adopted by the council.

Upon final adoption the budget shall be in effect for the stated fiscal year.

### IV. Amending the Budget

In cases of grave public necessity, emergency expenditures to meet unusual and unforeseen conditions which could not, by reasonable diligent thought and attention, have been included in the original budget, may from time to time be authorized by the affirmative vote of at least six (6) members of the entire council, as amendments or supplements to the original budget. Such supplements or amendments shall be filed with the original budget.

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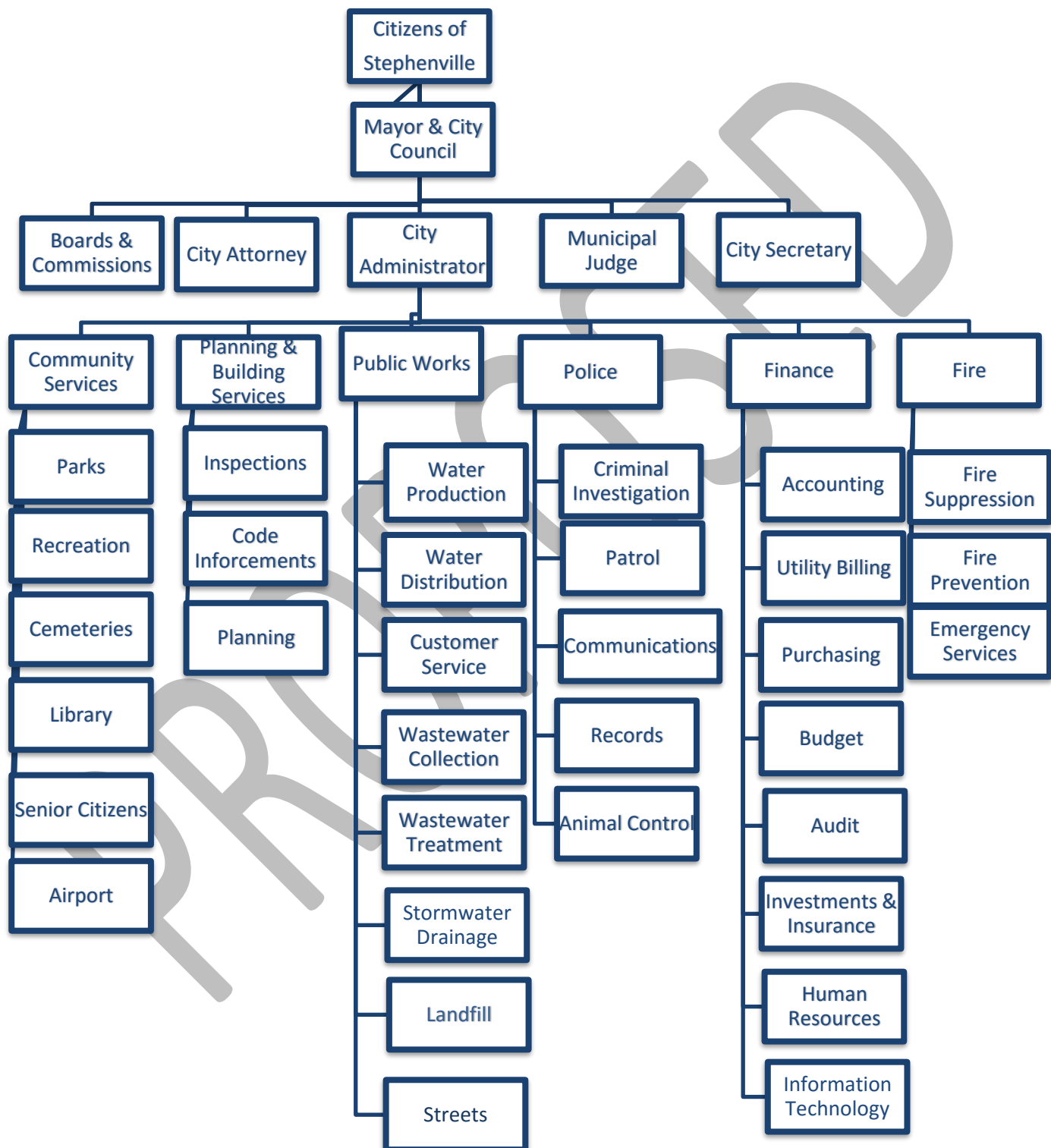
## City of Stephenville

### Proposed 2016-2017 Budget Calendar

April, 2016	Prior year budget review and begin developing priorities for the next budget year
May 8	Budget Packets to Division Directors
May 9-31	Requests for written budget input from citizens
June 7	Public input on citizen budget requests
June 10	Budget preparation manuals due from Division Directors to Director of Finance
June 20 - July 15	City Administrator and Director of Finance meet with Division Directors to review and develop budget
July 25 (Statutory)	Receive Certified Tax Rolls from the Central Appraisal District
August 1	File a copy of complete budget with City Secretary
August 9& 16	Publish notices of Council budget workshops and budget public hearing
August 1-5	Council budget workshops
August 23	Public hearing on budget; Set time, date and place of public hearing on proposed tax rate
September 6	Ordinance adopting budget; Public hearing on the proposed tax rate (1 <sup>st</sup> )
September 13	Public hearing on the proposed tax rate (2 <sup>nd</sup> )
September 20	Ordinance adopting tax rate
October 1	Begin new Budget Year 2016 – 2017
April, 2017	Mid-year budget review

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# Community Profile

## Overview

Stephenville is located in the heart of north Central Texas in Erath County and is home to approximately 21,640 people. Stephenville serves as the center of commerce and recreation to over 41,122 county residents.

Stephenville was incorporated in 1889 and chartered a home-rule city under Texas law in 1961 and operates under a mayor-council form of government. A mayor and eight (8) council members are elected by majority of the entire city. Elections are held on the May General Election date as prescribed by the Election Code, Vernon's Texas Codes Annotated.

## Economy and Employment

The City of Stephenville is the county seat and principal commercial, medical, retail and industrial center of Erath County. Stephenville has maintained its strong economic position. Our economy is based on agriculture and manufacturing. Agriculture has long been Erath County's leading industry. Livestock, especially beef, dairy cattle, and other livestock, has always been an important agriculture producer in Erath County. The county is in the states 10<sup>th</sup> largest for cattle production in 2010. The city has been fortunate to have seven manufacturing industries in town. Four of the plants are among our list of top ten largest tax payers.

Many people live in Stephenville and Erath County and commute to the Metroplex to work every day. The short distance to the Metroplex makes Stephenville an attractive place to live. The city's hometown atmosphere combines with aggressive development attitude to produce results.

The city anticipates future growth in the local economy as a result of capital improvements completed this past year and new projects budgeted this year. The city has been successful in attracting several residential developments, both single-family and multi-family.

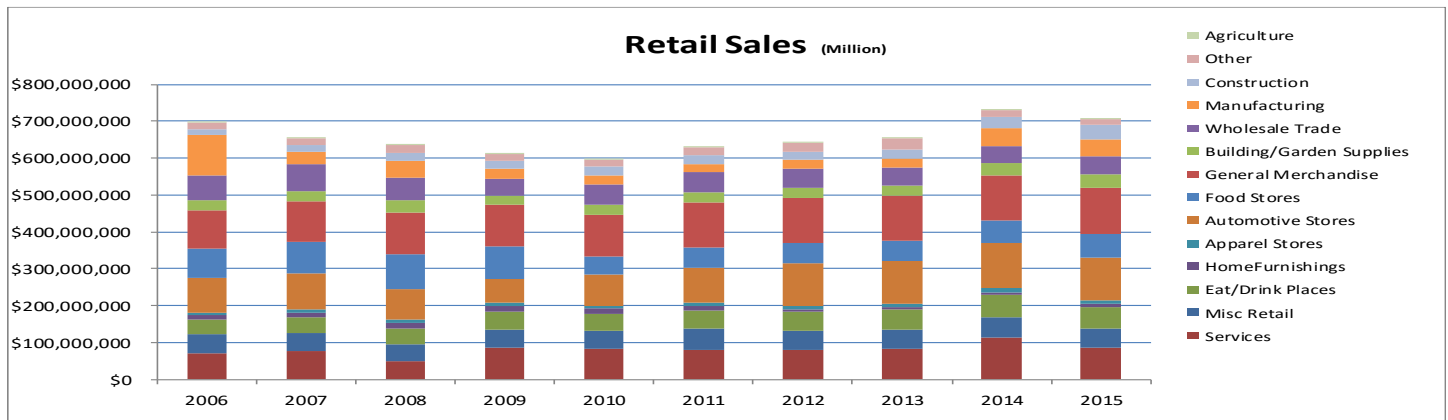
**Retail sales for 2014 were \$741M.** The city has Wal-Mart Supercenter that has been a catalyst to the regional economy for several years and is one of the city's major employers. Texas Heath Harris Methodist Hospital is one of the area's largest non-retail employers, providing employment for doctors, nurses, and other healthcare personnel. Other organizations with more than 100 employees include Tarleton State University, a Division II NCAA Division university, the Stephenville Independent School District, the City of Stephenville, Erath County, and Senior Care Living.

Stephenville and Erath County sit on the edge of the Barnett Shale formation. Minerals produced in the county include natural gas and limited amounts of oil.

## Culture and Recreation

More than forty local churches provide worship and fellowship for about twenty denominational groups. The nearest synagogue is located in Fort Worth.

Stephenville's residents can take advantage of many activities offered by the Stephenville Parks and Recreation Department, Stephenville Museum, and the Stephenville Public Library. Numerous organizations such as 4-H, Girl and Boy Scouts, and Future Farmers of America encourage the personal growth of young people.



Stephenville Parks and Recreation facilities include a multi-faceted sports complex with baseball and softball fields, soccer fields, an RV Park, picnic areas, tennis courts, and indoor recreation center, as well as an amphitheater which attracts many live concerts throughout the year.

Many other cultural and recreational facilities are within a one and one-half hour drive east on US 377 in the Dallas/Fort Worth area. Stephenville offers all the amenities of small town life while the conveniences offered by a large metropolitan area are easily within reach.

### Education

Stephenville schools provide high quality education for the district's children. The public school system is large enough to offer progressive and diverse programs, and small enough to allow teachers and administrators to cultivate a personal, active interest in each student. The instructional staff at SISD is exceptionally well-qualified.

Award winning programs in academics, fine arts, vocational education, athletics, and leadership are available to the district's more than 3,693 students.

Tarleton State University, a member of the Texas A&M System, provides quality programs of undergraduate, graduate, and non-traditional education. The student body includes representatives from 220 Texas counties, 49 states and 19 foreign countries.

Tarleton had a spring 2016 enrollment of 11,820 in Stephenville.

The Tarleton core curriculum provides solid liberal arts foundation for all students.

Tarleton offers 62 undergraduate and 28 graduate programs as well as a doctorate program in Educational Administration. Degree areas include agriculture, business administration, teacher education, allied health, the fine arts, social sciences, physical and biological sciences, humanities, mathematics, and technology.

Still over degree areas include preparation for professional schools such as dentistry, engineering, law, medicine and veterinary medicine.

## Miscellaneous Statistical Information

<b>Date of incorporation</b>	August 6, 1889	<b>Sewerage System:</b>	
		Miles of sanitary sewers	116
		Number of treatment plants	1
<b>Form of Government</b>	Home-rule	Number of service connections	5,680
		Daily avg treatment in gallons	1,433,000
		Max daily capacity in gallons	9,000,000

### Number of Employees (excl police and fire):

Full-time	62
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### City of Stephenville Facilities and Services:

Area in square miles	11.79
Miles of streets	92
Number of street lights	1,127

### Water System:

Miles of water mains	126
Number of service connections	5,887
Number of fire hydrants	798
Daily avg consumption in gallons	2,109,000
Max daily capacity in gallons	5,750,000

### Culture and Recreation:

Recreation center	1
Parks	3
Park acreage	130
Swimming pools	1
Play Grounds	4
Amphitheater	1
Baseball/Softball Diamonds	11

### Fire Protection:

Number of stations	2
Number of fire personnel and officers	31
Number of volunteer firefighters	12
Number of fire calls answered	252
Number of ambulance calls answered	1,660
Number of inspections conducted	458

### Police Protection:

Number of stations	1
Number of police personnel and officers	54
Number of patrol units	10

### Number of law violations:

Physical arrests	987
Traffic violations	3,295
Parking violations	268
Criminal offenses	2,284
Calls for Service	9,723

PROPOSED

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# **FINANCIAL SUMMARY**

CITY OF STEPHENVILLE  
STATEMENT OF PROJECTED NET REVENUE OVER (EXPENDITURES) - ALL FUNDS  
FOR THE YEAR ENDED SEPTEMBER 30, 2017

	GENERAL FUND	CAPITAL PROJECT FUND	SPECIAL REVENUE FUND	SPECIAL REVENUE 4B	DEBT SERVICE FUND	WATER SEWER FUND	STORM WATER FUND	LANDFILL FUND	AIRPORT FUND	TOTAL
<u>PROJECTED NET REVENUE OVER (EXPENDITURES):</u>										
REVENUE	13,818,650	0	406,700	466,000	488,500	6,669,775	601,000	425,500	114,690	22,990,815
EXPENDITURES	13,982,142	0	379,712	350,793	488,446	6,409,130	555,416	856,181	97,763	23,119,583
NET BASELINE BUDGET	(163,492)	0	26,988	115,207	54	260,645	45,584	(430,681)	16,927	(128,768)
FLEET / NON MOBILE EQUIPMENT AND NEW PROGRAMS	(450,756)	0	0	0	0	(237,500)	0	(245,000)	0	(933,256)
RESERVE FUNDING	614,248							675,681		1,289,929
PROJECTED 2016-2017 NET REVENUE OVER (EXPENDITURES):	0	0	26,988	115,207	54	23,145	45,584	0	16,927	227,905
SPECIAL NOTE - Reserves will be used for:										
GENERAL FUND						LANDFILL				
Operations	163,492					Transfer to General Fund		445,000		
Fleet/NonMobile/New Programs	450,756					Fleet/NonMobile/New Programs		230,681		
	<u>614,248</u>							<u>675,681</u>		

CITY OF STEPHENVILLE  
STATEMENT OF PROJECTED CASH FLOW - ALL FUNDS  
FOR THE YEAR ENDED SEPTEMBER 30, 2017

	GENERAL FUND	CAPITAL PROJECT FUND	SPECIAL REVENUE FUND	SPECIAL REVENUE 4B	DEBT SERVICE FUND	WATER SEWER FUND	STORM WATER FUND	LANDFILL FUND	AIRPORT FUND	TOTAL
<u>ESTIMATED ENDING CASH BALANCE 10/1/2016</u>										
RESTRICTED:										9,275,039
3 MONTH OPERATIONS	3,720,709		284,949	316,667	139,915	1,566,053	132,200	55,619	44,343	
AIRPORT	1,000,000									
BRT		15,220								
GRANT MATCHING	150,000									
DEBT SERVICE						891,768	269,970			
CUSTOMER DEPOSITS		417,504				268,222		1,900		
UNRESTRICTED	2,018,112					1,044,581	488,304	1,146,573		4,697,570
EST CASH BALANCE 10/1/2016	6,888,821	432,724	284,949	316,667	139,915	3,770,624	890,474	1,204,092	44,343	13,972,609
<u>PROJECTED NET REVENUE OVER (EXPENDITURES):</u>										
REVENUE	13,818,650	0	406,700	466,000	488,500	6,669,775	601,000	425,500	114,690	22,990,815
EXPENDITURES	13,982,142	0	379,712	350,793	488,446	6,409,130	565,416	856,181	97,763	23,119,583
NET 2016-2017 BUDGET:	(163,492)	0	26,988	115,207	54	260,645	45,584	(430,681)	16,927	(128,768)
<u>ADD-BACK ITEMS:</u>										
CHANGES IN:										
CAPITAL IMPROVEMENT										
EQUIPMENT REPLACEMENT	(196,300)					(62,000)		(45,000)		(303,300)
NEW PROGRAMS/POSITIONS	(254,456)					(175,500)		(200,000)		(629,956)
NON-CASH ITEMS:										
LEASE PURCHASE PAYMENT								175,000		175,000
LEASE PURCHASE PAYMENT	30,600							103,500		134,100
TOTAL ADD-BACK ITEMS	(420,156)	0	0	0	0	(237,500)	0	33,500	0	(624,156)
<u>ESTIMATED ENDING CASH BALANCE 9/30/2017:</u>										
RESTRICTED:										
3 MONTH OPERATIONS	3,495,536	432,724	311,937	431,874		1,602,283	138,854	214,045	24,441	6,651,693
AIRPORT	1,000,000									3,066,829
BRT	0									
GRANT MATCHING	150,000					325,000				
DEBT SERVICE					139,969	891,768	269,970		20,000	
CUSTOMER DEPOSITS						268,222		1,900		
UNRESTRICTED	1,659,638					706,497	527,234	590,966	16,829	3,501,163
EST. CASH BALANCE 9/30/2017	6,305,173	432,724	311,937	431,874	139,969	3,793,769	936,058	806,911	61,270	13,219,685

**City of Stephenville  
Summary of Revenues**

**Submission Date: August 1, 2016**

Source of Funds	Budgeted Amounts		Recommended Budget Changes Positive (Negative)	Percent YTD Actual to Budget
	Approved 2015-16	Proposed 2016-17		
Taxes	12,134,146	12,928,680	328,534	84.52%
Licenses and permits	246,500	242,500	(4,000)	61.30%
Fines and forfeitures	278,000	254,000	(24,000)	78.38%
Intergovernmental grants	114,100	86,300	(27,800)	4.73%
Service charges	8,577,566	8,670,090	92,524	62.35%
Interest on investments	31,500	26,000	(5,500)	23.47%
Transfers	277,945	722,945	445,000	52.61%
Other Income	96,700	60,300	(36,400)	382.37%
Total Revenue	21,756,457	22,990,815	768,358	75.85%
<b>General Funds</b>				
Taxes				
Property Taxes	4,649,850	4,865,847	215,997	92.23%
Sales Tax	5,133,333	5,133,333	0	75.89%
Other taxes	1,518,500	1,580,000	61,500	85.16%
Licenses and permits	246,500	242,500	(4,000)	61.30%
Fines and forfeitures	262,000	246,000	(16,000)	79.04%
Intergovernmental	100,400	72,600	(27,800)	2.39%
Service charges	933,400	937,400	4,000	67.97%
Interest on investments	23,000	5,000	(18,000)	17.97%
Transfers	258,870	703,870	445,000	53.78%
Other Income	68,600	32,100	(36,500)	243.95%
Total General Fund	13,194,453	13,818,650	624,197	81.72%
<b>Utility Fund</b>				
Water sales	3,800,000	3,800,000	0	57.39%
Wastewater charges	2,500,000	2,600,000	100,000	68.75%
Service and delinquent charges	203,000	203,000	0	76.52%
Interest on investments	7,500	20,000	12,500	32.41%
Transfers	19,075	19,075	0	36.82%
Other Income	27,700	27,700	0	723.55%
Total Utility Fund	6,557,275	6,669,775	112,500	65.04%
<b>Landfill Fund</b>				
Gate fees	433,787	425,000	(8,787)	42.52%
Interest on investments	0		0	0.00%
Other Income	400	500	100	493.25%
Transfers	0		0	0.00%
Total Landfill Fund	434,187	425,500	(8,687)	100.00%
<b>Airport Fund</b>				
Hangar rental	103,689	100,000	(3,689)	65.97%
Service and delinquent charges	1,440	1,440	0	
Intergovernmental Grants	10,000	10,000	0	0.00%
Gasoline Sales	3,250	3,250	0	62.86%
Other Income	0	0	0	0.00%
Transfers	0	0	0	
Total Airport Fund	118,379	114,690	(3,689)	60.19%
<b>Storm Water Drainage Fund</b>				
Storm water drainage fee	599,000	600,000	1,000	67.55%
Interest on investments	1,000	1,000	0	20.00%
Total Stormwater Fund	600,000	601,000	1,000	67.47%
<b>Other Funds</b>				
Taxes				
Property Taxes	482,463	488,500	6,037	117.14%
Sales Tax 4B	466,667	466,000	(667)	
Hotel/Motel Tax	350,000	395,000	45,000	60.92%
Fines and forfeitures	16,000	8,000	(8,000)	67.68%
Intergovernmental	3,700	3,700	0	80.95%
Interest on investments	0	0	0	#DIV/0!
Transfers	0	0	0	
Other Income	0	0	0	0.00%
Total Other Funds	1,318,830	1,361,200	42,370	102.96%
<b>Total Funds</b>	<b>22,223,124</b>	<b>22,990,815</b>	<b>767,691</b>	<b>74.24%</b>

**City of Stephenville  
Summary of Expenditures**

**Submission Date: August 1, 2016**

Source of Funds	Budgeted Amounts		Recommended Budget Changes Positive (Negative)	Percent YTD Actual to Budget
	Amended 2015-16	Proposed 2016-17		
<b>General Government:</b>				
City council	120,139	78,827	41,312	78.29%
City administrator	209,074	231,346	(22,272)	48.13%
City secretary	114,670	116,900	(2,230)	64.56%
Total General Government	443,883	427,073	16,810	60.54%
<b>Finance and Administration:</b>				
Emergency management	17,300	19,500	(2,200)	71.04%
Municipal buildings	261,526	212,759	48,767	51.80%
Financial administration and account	380,464	391,440	(10,976)	67.63%
Purchasing	68,870	74,395	(5,525)	58.32%
Information Technology	136,264	148,720	(12,456)	41.15%
Tax	148,050	155,926	(7,876)	74.44%
Legal counsel	129,522	132,900	(3,378)	167.07%
Municipal court	168,000	166,000	2,000	63.93%
Human resources	105,901	159,151	(53,250)	61.69%
Total Finance and Administration	1,415,897	1,460,791	(44,894)	70.67%
<b>Community Services:</b>				
Community Svc Administration	130,992	130,873	119	
Recreation administration	498,032	529,317	(31,285)	53.79%
Park maintenance	596,965	581,196	15,769	53.39%
Cemeteries	126,832	165,772	(38,940)	79.95%
Library	224,122	232,835	(8,713)	70.34%
Street maintenance	2,686,417	1,794,424	891,993	24.49%
Senior citizens center	115,777	115,470	307	86.67%
Aquatic Center	151,900	186,699	(34,799)	21.51%
Total Community Services	4,531,037	3,736,686	794,451	37.36%
<b>Fire Department:</b>				
Fire and ambulance administration	492,628	344,067	148,561	36.92%
Fire prevention and investigation	192,089	198,847	(6,758)	64.21%
Fire suppression	1,324,625	1,328,791	(4,166)	56.03%
Emergency medical services	1,197,044	1,225,842	(28,798)	65.09%
Volunteer fire	24,920	23,721	1,199	49.11%
Total Fire Department	3,231,306	3,121,268	110,038	56.91%
<b>Police Department:</b>				
Police administration	439,056	425,425	13,631	40.79%
Police patrol	2,106,323	1,971,496	134,827	68.41%
Police communications	640,331	673,219	(32,888)	56.71%
Police support services	171,687	173,936	(2,249)	59.19%
Criminal investigation	749,163	842,836	(93,673)	59.70%
Professional Standards	272,700	278,329	(5,629)	60.66%
Animal control	124,150	130,229	(6,079)	1129.01%
Public Safety Clerical	143,055	162,598	(19,543)	120.65%
Total Police Department	4,646,465	4,658,068	(11,603)	91.94%
<b>Planning &amp; Building Services</b>				
Planning	364,605	216,917	147,688	37.03%
Inspection	175,196	274,370	(99,174)	69.92%
Code enforcement	74,446	87,069	(12,623)	44.54%
Total Community Development	614,247	578,356	35,891	47.32%
<b>Non-Departmental:</b>				
Transfers	0	0	0	
Total General Fund	14,882,835	13,982,142	900,693	62.91%
<b>Utility Fund</b>				
Utilities administration	297,341	306,513	(9,172)	40.25%
Water production	1,619,102	793,190	825,912	34.46%
Water distribution	701,081	856,337	(155,256)	48.73%
Water customer service	249,737	208,870	40,867	49.40%
Wastewater collection	543,342	429,816	113,526	61.57%
Wastewater treatment	1,021,656	1,065,696	(44,040)	65.41%
Billing and collections	239,509	249,843	(10,334)	56.27%
Transfers	258,870	258,870	0	53.78%
Non-Departmental	2,494,990	2,239,995	254,995	43.97%
Total Utility Fund	7,425,628	6,409,130	1,016,498	47.36%
<b>Landfill Fund</b>				
Landfill operations	414,754	392,106	22,648	60.64%
Transfers	19,075	464,075	(445,000)	36.82%
Total Landfill Fund	433,829	856,181	(422,352)	59.59%
<b>Airport Fund</b>				
Total Airport Fund	97,126	97,763	(637)	78.16%
<b>Storm Water Drainage Fund</b>				
Operations	25,200	50,200	(25,000)	
Debt Service	504,604	505,216	(612)	
Total Storm Water Drainage Fund	529,804	555,416	(25,612)	78.00%
<b>Special Revenue Fund</b>				
Economic Development	150,000	350,793		
Hotel/Motel	341,600	364,712	(23,112)	
Child Safety/Other	33,200	15,000		
Total Special Revenue Fund	524,800	730,505	(23,112)	36.68%
<b>Debt Service Fund</b>				
Total Debt Service Fund	482,463	488,446	(5,983)	113.52%
<b>Capital Projects Fund</b>				
BRT Phase II				
Total Capital Project Fund	0	0	0	
<b>Total Expenditures</b>	<b>24,376,485</b>	<b>23,119,583</b>	<b>1,439,495</b>	<b>58.94%</b>

**City of Stephenville**  
**Proposed Statement of Activities**

Submission Date: August 1, 2016

Functions/Programs	Actual	Expenses	Program Revenues	Net (Expense) Revenue		Total
	Amounts		Charges for	Governmental	Business-Type	
	2015-16		Services	Activities	Activities	
<b><u>Governmental activities:</u></b>						
General government	(1,450,210)	1,682,864	703,870	(975,394)		(975,394)
Public safety:						
Emergency Management	(17,300)	19,500		(19,500)		(19,500)
Fire	(2,659,113)	3,140,768	521,500	(2,619,268)		(2,619,268)
Police	(4,501,323)	4,673,768		(4,601,068)		(4,601,068)
Municipal Court	110,000	166,000	250,900	84,900		84,900
Streets	(2,655,974)	1,794,424	30,000	(1,764,424)		(1,764,424)
Cemetery	(109,169)	165,772	30,300	(135,472)		(135,472)
Culture and recreation:						
Parks	(578,228)	581,196	29,193	(552,003)		(552,003)
Recreation	(325,796)	529,317	112,500	(416,817)		(416,817)
Tourism		653,596	466,000	(187,596)		(187,596)
Senior Citizens Center	(115,777)	115,470	24,000	(91,470)		(91,470)
Library	(220,815)	232,835	4,100	(228,735)		(228,735)
Splashville	(13,151)	186,699	141,500	(45,199)		(45,199)
Community development	(347,296)	578,356	257,500	(320,856)		(320,856)
Long-term debt	(482,463)	488,446		(488,446)		(488,446)
Total governmental activities	<u>(13,366,614)</u>	<u>15,009,011</u>	<u>2,571,363</u>	<u>(12,437,648)</u>		<u>(12,437,648)</u>
<b><u>Business-type activities:</u></b>						
Water	279,990	4,446,853	3,934,888		(511,965)	(511,965)
Wastewater	637,190	2,115,131	2,734,888		619,757	619,757
Storm Water Drainage	70,196	555,416	601,000		45,584	45,584
Sanitary Landfill Enterprise	358	856,181	425,500		(430,681)	(430,681)
Airport Enterprise	21,253	97,763	114,690		26,927	26,927
Total business-type activities	<u>1,008,987</u>	<u>8,071,343</u>	<u>7,810,965</u>		<u>(260,378)</u>	<u>(260,378)</u>
Total primary government	<u>(12,357,627)</u>	<u>23,080,354</u>	<u>10,382,328</u>	<u>(12,437,648)</u>	<u>(260,378)</u>	<u>(12,698,026)</u>
<b><u>General revenues:</u></b>						
Taxes:						
Property taxes (General Fund & Debt Svc)				5,354,347		5,354,347
Sales tax				5,133,333		5,133,333
Other taxes				1,975,000		1,975,000
Investment earnings				5,000		5,000
Miscellaneous				32,100		32,100
Transfers				13,870	(13,870)	0
Total general revenues and transfers				<u>12,513,650</u>	<u>(13,870)</u>	<u>12,499,780</u>
Change in net assets				76,002	(274,248)	(198,246)
Net assets-beginning				8,063,076	5,909,533	13,972,609
Net assets-ending				<u>8,139,078</u>	<u>5,635,285</u>	<u>13,774,363</u>

**City of Stephenville**  
**Budgeted Expenses by Category**  
**FY 2016-2017**

Description	Salaries & Benefits	Contractual Services	Supplies	Maintenance	Debt Service	Non Depart	New Programs	Capital Replacement	Capital Improvement	Total
General Fund	\$ 9,744,688	\$ 1,889,884	\$ 617,290	\$ 804,480	\$ 175,800		\$ 254,456	\$ 196,300	\$ 750,000	\$ 14,432,898
Capital Project Fund										-
Special Revenue Fund		354,632								379,712
Economic Development (4B)		350,793								350,793
Debt Service					488,446					488,446
Enterprise Funds										
Water & Wastewater	1,465,069	1,712,301	106,145	626,750	2,239,995	258,870	175,500	62,000		6,646,630
Storm Water Drainage		200		50,000	505,216					555,416
Landfill	178,725	80,380	18,500	11,000	103,500	464,075	200,000	45,000		1,101,180
Airport		43,910	1,000	28,100	24,753					97,763
	\$11,388,482	\$4,432,100	\$742,935	\$1,520,330	\$3,537,710	\$722,945	\$629,956	\$303,300	\$750,000	\$24,052,839

**NEW PROGRAMS / FLEET / NON-MOBILE  
EQUIPMENT REPLACEMENT**

**PRIORITIES**

			NEW PROGRAMS INCLUDED 2016-17	FLEET REPLACEMENT INCLUDED 2016-17	NON-MOBILE REPLACEMENT INCLUDED 2016-17
DIVISON	DEPT	DESCRIPTION			
5101	COUNCIL	EMPLOYEE EFFICIENCY STUDY	25,000		
5502	PARK	ADDITIONAL FT PARK MAINTENANCE EMPLOYEE	45,180		
5502	PARK	TRAILER w 60GAL SPRAYER / SPREADER / SEEDER	7,900		
5502	PARK	MOWER-TX TURF GATOR		9,000	
5505	STREET	SCISSOR LIFT	30,000		
5505	STREET	ASPHALT PAVER		84,000	
5603	FIRE SUPPRESSION	SCBA MASKS (INDIVIDUAL) / SCBA TESTING	7,130		
5603	FIRE SUPPRESSION	RIT-RESCUE BREATHING HOSE FOR ALL SCBA's	12,700		
5604	EMS	LUCAS CPR COMPRESSION SYSTEM	39,609		
5604	EMS	POLARIS RANGER 6x6		16,000	
5701	POLICE ADMIN	ADMINISTRATIVE ASSISTANT	49,837		
5702	PATROL	K9 UNIT	45,000		
5702	PATROL	PATROL CARS (4EA) LEASE PROGRAM	79,400		
TOTAL GENERAL FUND			341,756	109,000	-
			NEW PROGRAMS INCLUDED 2016-17	FLEET REPLACEMENT INCLUDED 2016-17	NON-MOBILE REPLACEMENT INCLUDED 2016-17
DIVISON	DEPT	DESCRIPTION			
5001	PRODUCTION	CASE TRACTOR		28,000	
5003	CUSTOMER SERVICE	PICKUP TRUCK 1/4 TON		24,000	
5101	WASTEWATER COLLECTION	SYSTEM EVALUATION BASIN 6 (PHASE II) part 2 of 2	74,000		
5102	WWTP	LIFT STATION 1, PUMPS #1, #2, AND #3 REHAB	42,000		
5102	WWTP	LIFT STATION 2 REHAB	23,500		
5102	WWTP	SECONDARY CLARIFIER STILLING WELLS & SCUM ARMS	36,000		
5102	WWTP	TURF TIGER RIDING MOWER			10,000
TOTAL WATER & WASTEWATER			175,500	52,000	10,000
			NEW PROGRAMS INCLUDED 2016-17	FLEET REPLACEMENT INCLUDED 2016-17	NON-MOBILE REPLACEMENT INCLUDED 2016-17
DIVISON	DEPT	DESCRIPTION			
5001	LANDFILL	SHREADER -LEASE (1 of 5) PAYMENT	175,000		
5001	LANDFILL	6in TRASH PUMP / TRAILER	25,000		
5001	LANDFILL	PICKUP TRUCK 1/2 TON		45,000	
TOTAL LANDFILL			200,000	45,000	-
TOTAL ALL FUNDS			717,256	206,000	10,000

933,256





# **GENERAL FUND**

PROPOSED

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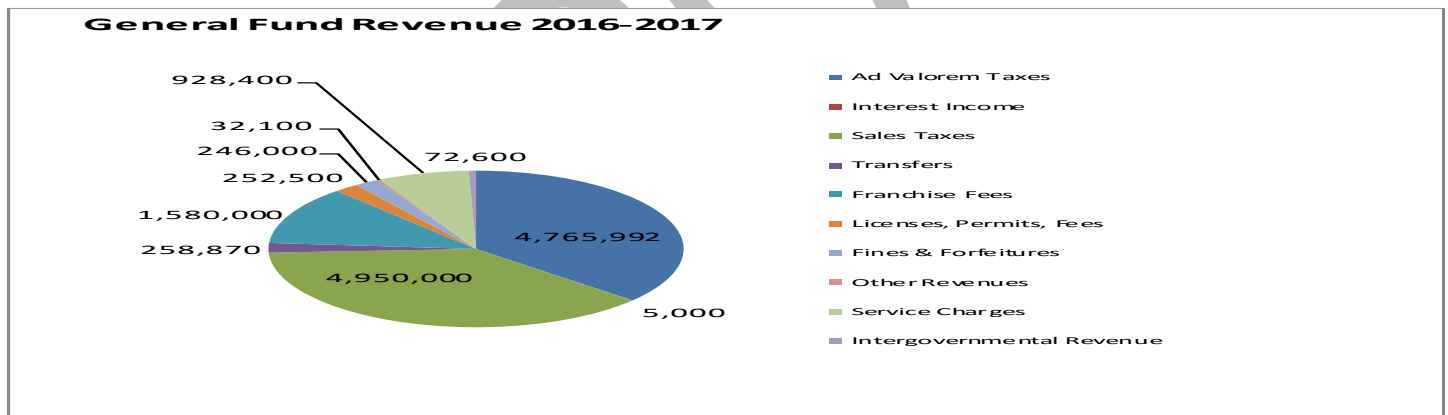
# General Fund

The General Fund is responsible for providing basic services to the residents of the City. These services include Public Safety (Municipal Court, Police and Fire); Public Works (Public Works, Streets); Community Development (Development, Planning, Inspections); Parks and Recreation (Parks, Swimming Pool, Soccer Fields, Cemetery); Administrative Services (Finance, Purchasing, Social Services, Management Information Services); City Administration (City Council, City Secretary, Legal, City Manager).

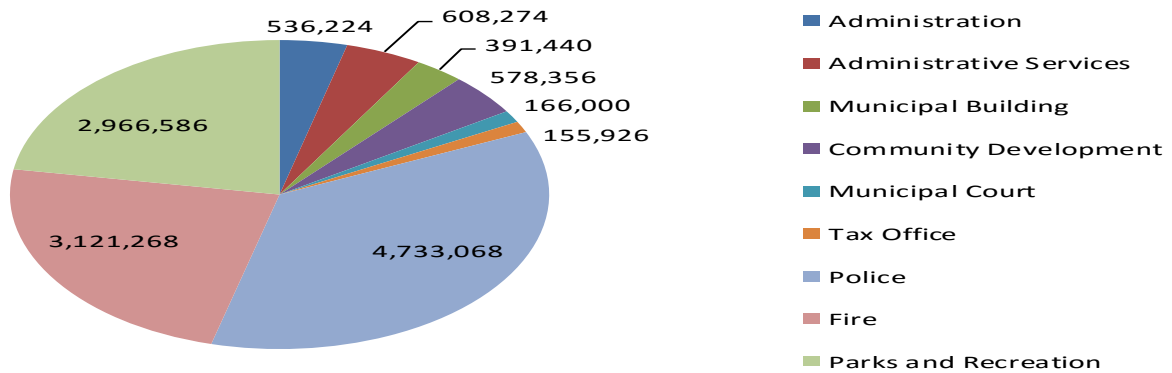
The General Fund's primary revenue sources are Ad Valorem Taxes, Sales Taxes, Franchise Fees and Charges for City Services. The City Council is responsible for establishing a tax rate for the General Fund.

State statutes require that if the Maintenance and Operation (M&O) portion of the tax rate exceeds the effective tax rate, then the City must publish a notice indicating the increase and hold a public hearing. If the increase is 8% or greater, the citizens have the right to petition for a "roll-back" election.

The sales tax rate inside the City of Stephenville is 8.25%, with 1.375% being dedicated for City use and .125% dedicated to Economic Development (4B). The remainder goes to the State (6.25%) and Erath County (0.5%).



### General Fund Expenditures 2016-2017



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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2016

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01 -GENERAL FUND  
FUND FINANCIAL SUMMARY

	2013-2014 ACTUAL	2014-2015 ACTUAL	(----- 2015-2016 -----) CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	2016-2017 CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>REVENUE SUMMARY</u>							
ALL REVENUE	13,381,073	14,447,647	13,194,453	12,424,927	13,091,462	13,091,462	13,818,650
FUND TOTAL REVENUES	13,381,073	14,447,647	13,194,453	12,424,927	13,091,462	13,091,462	13,818,650
<u>EXPENDITURE SUMMARY</u>							
ALL EXPENDITURES	12,284,410	13,295,766	14,882,835	12,535,976	13,353,717	13,257,142	13,982,142
FUND TOTAL EXPENDITURES	12,284,410	13,295,766	14,882,835	12,535,976	13,353,717	13,257,142	13,982,142
REVENUES OVER/(UNDER) EXPENDITURES	1,096,664	1,151,881	( 1,688,382)	( 111,049)	( 262,255)	( 165,680)	( 163,492)

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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01 -GENERAL FUND  
DIVISION FINANCIAL SUMMARY

	2013-2014 ACTUAL	2014-2015 ACTUAL	(----- 2015-2016 -----) CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	2016-2017 CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>REVENUE SUMMARY</u>							
0 TAXES	11,273,895	11,709,394	11,301,683	10,758,515	11,295,992	11,295,992	11,579,180
1 LICENSES AND PERMITS	261,125	227,979	246,500	266,240	252,500	252,500	252,500
2 FINES AND FORFEITURES	261,324	240,542	262,000	147,821	246,000	246,000	246,000
3 INTERGOVERNMENTAL	127,734	200,580	100,400	165,332	72,600	72,600	72,600
4 SERVICE CHARGES	931,715	1,107,590	933,400	786,749	928,400	928,400	927,400
5 OTHER REVENUE	525,280	961,563	350,470	300,270	295,970	295,970	740,970
FUND TOTAL REVENUES	13,381,073	14,447,647	13,194,453	12,424,927	13,091,462	13,091,462	13,818,650

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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01 -GENERAL FUND

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		(----- 2015-2016 -----)		(----- 2016-2017 -----)			
		2013-2014	2014-2015	CURRENT	Y-T-D +	DEPARTMENT	CITY ADMIN.
REVENUES		ACTUAL	ACTUAL	BUDGET	ENCUMBERED	REQUESTED	RECOMMENDED
							COUNCIL
							ADOPTED
<b>0 TAXES</b>							
4001	PROPERTY TAX	4,279,653	4,367,295	4,619,850	4,699,003	4,735,992	4,835,847
4001.000A	REFUNDS ON PROPERTY TAXES (	2,945)	( 4,519)	0	( 26,387)	0	0
4003	PENALTY & INTEREST	36,731	39,719	30,000	0	30,000	30,000
4004	LATE RENDITION FEES	2,916	3,554	0	0	0	0
4010	CITY SALES TAX	5,485,705	5,718,579	5,133,333	4,610,588	4,950,000	5,133,333
4030	MIXED DRINKS TAX	50,288	59,163	50,000	62,225	60,000	60,000
4041	TELEPHONE GROSS RECEIPTS	81,345	58,586	80,000	42,721	80,000	80,000
4042	ELECTRIC GROSS RECEIPTS	748,554	788,434	745,000	782,192	780,000	780,000
4043	GAS GROSS RECEIPTS	106,650	133,651	105,000	104,766	105,000	105,000
4044	CABLE TV GROSS RECEIPTS	47,978	116,546	103,500	123,439	120,000	120,000
4045	WATER/WW GROSS RECEIPTS	255,044	252,543	255,000	224,154	255,000	255,000
4046	GARBAGE GROSS RECEIPTS TAX	181,976	175,842	180,000	135,815	180,000	180,000
TOTAL 0 TAXES		11,273,895	11,709,394	11,301,683	10,758,515	11,295,992	11,579,180
<b>1 LICENSES AND PERMITS</b>							
4102	ANIMAL PERMIT FEES	1,935	1,085	2,000	936	2,000	2,000
4103	SOLICITOR'S LICENSES	145	13,797	150	405	150	150
4104	GARAGE SALE PERMITS	2,716	2,161	2,500	1,900	2,500	2,500
4110	TAXI CAB LICENSE	0	50	0	0	0	0
4112	LIQUOR LICENSE APPLICATION	210	120	250	240	250	250
4120	BUILDING PERMITS	168,306	154,812	180,000	222,053	190,000	190,000
4122	P&Z AND BOA APPLICATIONS	4,400	1,500	2,000	900	2,000	2,000
4123	FILING FEES - SUBD. PLATTS	3,940	3,850	3,000	1,830	3,000	3,000
4124	ELECTRICAL PERMITS	4,536	4,874	4,000	4,182	4,000	4,000
4126	MOBILE HOME PARK FEES	3,290	3,110	3,000	1,400	3,000	3,000
4127	PLUMBING PERMITS	5,959	6,469	5,000	6,370	5,000	5,000
4128	MECHANICAL PERMITS	500	600	400	1,700	400	400
4129	MOBILE HOME PERMITS	300	200	200	150	200	200
4130	FOOD SERVICE PERMITS	33,730	31,351	35,000	15,013	30,000	30,000
4131	PLAN REVIEW / FIRE CODE	31,159	4,000	9,000	9,162	10,000	10,000
TOTAL 1 LICENSES AND PERMITS		261,125	227,979	246,500	266,240	252,500	252,500
<b>2 FINES AND FORFEITURES</b>							
4201	MUNICIPAL COURT FINES	260,977	239,824	261,000	147,499	245,000	245,000
4220	DELINQUENT FINES	347	718	1,000	322	1,000	1,000
TOTAL 2 FINES AND FORFEITURES		261,324	240,542	262,000	147,821	246,000	246,000
<b>3 INTERGOVERNMENTAL</b>							
4302	STEPHENVILLE ISD	74,744	68,207	69,000	70,128	69,000	69,000
4303	FIBER OPTIC LEASE	3,600	3,600	3,600	3,000	3,600	3,600
4350	GRANTS	49,390	128,773	27,800	92,204	0	0
TOTAL 3 INTERGOVERNMENTAL		127,734	200,580	100,400	165,332	72,600	72,600
<b>4 SERVICE CHARGES</b>							
4401	FIRE DEPT MISCELLANEOUS	21,750	21,750	21,500	0	21,500	21,500
4403	EMERGENCY AMBULANCE	566,233	691,787	550,000	444,495	550,000	550,000
4405.0001	LIBRARY COPIER	1,645	2,372	200	1,916	200	200
4405.0003	BOOKS	223	330	300	139	300	300
4405.0006	LIBRARY MISCELLANEOUS	44	138	1,000	131	1,000	1,000

4406	LIBRARY FINES	498	758	1,000	680	1,000	1,000	1,000
4407	NON-RESIDENT FEES	1,113	1,110	1,000	795	1,000	1,000	0
4410	AQUATIC CTR-GATE FEES	95,940	99,944	103,500	63,212	103,500	103,500	103,500
4410.000A	AQUATIC CTR-SWIMMING LESSO	9,655	10,166	8,000	9,474	8,000	8,000	8,000
4410.000B	AQUATIC CTR-RENTAL RESERVA	7,378	9,646	12,000	5,680	12,000	12,000	12,000
4410.000C	AQUATIC CTR-PROGRAM ACTIVIT	4,157	3,427	4,500	1,397	4,500	4,500	4,500
4410.000D	AQUATIC CTR-CONCESSION COM	5,141	6,174	7,000	24,224	7,000	7,000	7,000
4411	PARK FACILITIES RENTAL	12,868	10,145	12,500	8,961	12,500	12,500	12,500
4411.000C	RENTAL-SR. CITIZEN FACILIT	3,657	2,140	2,500	3,740	2,500	2,500	2,500
4412	CAMPER SITE FEES	5,689	5,053	5,000	6,036	5,000	5,000	5,000
4413.000A	REC. ADULT PROGRAM ACTIVIT	2,259	2,528	3,000	982	3,000	3,000	3,000
4413.000B	REC. YOUTH PROGRAM ACTIVIT	12,206	15,769	5,500	5,077	5,500	5,500	5,500
4413.000C	REC. SENIOR PROGRAM ACTIVIT	7,908	9,445	7,500	7,665	7,500	7,500	7,500
4413.000D	REC. SR. CITIZEN DANCES	13,329	12,635	14,000	3,739	14,000	14,000	14,000
4414.000A	REC. ADULT LEAGUES	19,505	30,552	22,500	24,369	22,500	22,500	22,500
4414.000B	REC. YOUTH LEAGUES	51,406	66,042	57,500	64,823	57,500	57,500	57,500
4415	REC. PROGRAM SPONSORS	10,720	15,448	10,000	10,950	10,000	10,000	10,000
4416	REC. SPECIAL EVENTS	3,653	7,870	5,000	2,298	5,000	5,000	5,000
4419	BALL FIELD CONCESSIONS	0	1,938	0	10,465	0	0	0
4420	CEMETERY LOT SALES	36,866	23,383	30,000	56,878	25,000	25,000	25,000
4421	CEMETERY MISCELLANEOUS	0	0	300	0	300	300	300
4425	PUBLIC SAFETY REPORTS	2,893	3,115	2,500	2,531	2,500	2,500	2,500
4426	POLICE ESCORT FEES	120	190	1,000	0	1,000	1,000	1,000
4428	FALSE ALARMS	1,150	1,150	1,000	1,950	1,000	1,000	1,000
4435	LEASES	2,400	2,800	3,600	1,450	3,600	3,600	3,600
4440	PARKLAND DEDICATION FEE (	6,600)	0	0	0	0	0	0
4455	STREET CUTS/CURB/GUTTER	28,170	42,749	30,000	14,674	30,000	30,000	30,000
4465	LOT MOWING & DEMOLITION	9,743	7,039	10,000	8,018	10,000	10,000	10,000
TOTAL 4 SERVICE CHARGES		931,715	1,107,590	933,400	786,749	928,400	928,400	927,400

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CITY OF STEPHENVILLE  
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01 -GENERAL FUND

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		(----- 2015-2016 -----)		(----- 2016-2017 -----)			
REVENUES	2013-2014 ACTUAL	2014-2015 ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<hr/>							
5 OTHER REVENUE							
4501	INTEREST ON INVESTMENTS	2,492	5,875	22,500	35,791	4,500	4,500
4501.000A	INTEREST ON CHECKING ACCOU	2,484	( 1,158)	500	2,006	500	500
4510	SALE OF CITY EQUIPMENT	36,272	11,165	36,500	46,169	20,000	20,000
4515	SALE OF CITY LAND	183,550	0	0	( 750)	0	0
4520	INSURANCE PROCEEDS	54,482	49,913	20,000	24,218	0	0
4520.000H	INSURANCE PROCEEDS-HAIL DAM	0	404,938	0	0	0	0
4520.000T	TORNADO INSURANCE PROCEEDS	0	0	0	12,367	0	0
4540	INSUFFICIENT CHECK FEES	180	120	100	0	100	100
4541	MISCELLANEOUS	12,405	15,472	10,000	3,672	10,000	10,000
4542	DONATIONS & CONTRIBUTIONS	32,491	210	0	0	0	0
4543	SR CIT-DONATIONS/MEMORIALS	2,237	2,450	1,000	716	1,000	1,000
4544	LIBRARY DONATIONS/MEMORIAL	691	529	1,000	348	1,000	1,000
4547	POLICE DEPT MISC	1,466	149,287	0	1,714	0	0
4560	CAPITAL LEASE PROCEEDS	0	113,938	0	0	0	0
4590	TRANS. FR OTHER FUNDS-ADM.	196,531	208,824	258,870	174,020	258,870	258,870
4591	TRANSFER FM LANDFILL	0	0	0	0	0	445,000
TOTAL 5 OTHER REVENUE		525,280	961,563	350,470	300,270	295,970	740,970
<hr/>							
FUND TOTAL REVENUES	13,381,073	14,447,647	13,194,453	12,424,927	13,091,462	13,091,462	13,818,650
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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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01 -GENERAL FUND  
DIVISION FINANCIAL SUMMARY

	2013-2014 ACTUAL	2014-2015 ACTUAL	(----- 2015-2016 -----) CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	2016-2017 CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>EXPENDITURE SUMMARY</u>							
1 CENTRAL GOVERNMENT							
=====							
<u>01 CITY COUNCIL ADMINISTRATION</u>							
1-PERSONNEL	20,283	22,982	21,224	17,527	21,807	21,807	21,807
2-CONTRACTUAL	45,819	126,776	91,585	90,589	54,420	54,420	54,420
3-GENERAL SERVICES	2,416	3,264	2,600	2,554	2,600	2,600	2,600
4-MACHINE & EQUIPMENT MAI	0	0	4,730	5,454	0	0	0
5-CAPITAL OUTLAY	0	11,553	0	0	0	0	0
TOTAL 01 CITY COUNCIL ADMINISTRATI	68,519	164,576	120,139	116,124	78,827	78,827	78,827
<u>02 CITY ADMINISTRATOR</u>							
1-PERSONNEL	206,774	153,798	203,997	172,812	218,996	218,996	218,996
2-CONTRACTUAL	4,329	3,480	4,677	6,744	11,950	11,950	11,950
3-GENERAL SERVICES	195	4,295	400	430	400	400	400
TOTAL 02 CITY ADMINISTRATOR	211,298	161,573	209,074	179,987	231,346	231,346	231,346
<u>03 CITY SECRETARY</u>							
1-PERSONNEL	78,729	90,627	94,468	77,561	96,770	96,770	96,770
2-CONTRACTUAL	9,564	14,246	14,452	13,704	14,380	14,380	14,380
3-GENERAL SERVICES	5,117	6,180	5,350	3,700	5,350	5,350	5,350
4-MACHINE & EQUIPMENT MAI	1,519	437	400	0	400	400	400
TOTAL 03 CITY SECRETARY	94,930	111,491	114,670	94,965	116,900	116,900	116,900
<u>04 EMERGENCY MANAGEMENT</u>							
2-CONTRACTUAL	45,271	13,664	16,300	15,114	18,500	18,500	18,500
4-MACHINE & EQUIPMENT MAI	400	9,160	1,000	0	1,000	1,000	1,000
5-CAPITAL OUTLAY	54,653	0	0	0	0	0	0
TOTAL 04 EMERGENCY MANAGEMENT	100,324	22,824	17,300	15,114	19,500	19,500	19,500
<u>05 MUNICIPAL BUILDING</u>							
1-PERSONNEL	39,690	44,022	45,941	37,552	47,401	47,401	47,401
2-CONTRACTUAL							
3-GENERAL SERVICES	12,892	11,358	9,200	5,375	9,200	9,200	9,200
4-MACHINE & EQUIPMENT MAI	16,665	29,790	44,500	35,623	17,200	17,200	17,200
5-CAPITAL OUTLAY	21,212	0	20,000	18,874	0	0	0
8-NOT USED	500,000	0	0	350,000	0	0	0
TOTAL 05 MUNICIPAL BUILDING	629,508	164,389	172,607	498,076	120,406	120,406	120,406
<u>06 MUNICIPAL SERVICE CENTER</u>							
1-PERSONNEL	37,637	41,423	46,058	36,240	47,578	47,578	47,578
2-CONTRACTUAL	33,588	30,141	31,211	22,152	31,125	30,125	30,125
3-GENERAL SERVICES	3,134	3,482	3,650	14,440	3,650	3,650	3,650
4-MACHINE & EQUIPMENT MAI	6,710	31,342	8,000	13,363	11,000	11,000	11,000
TOTAL 06 MUNICIPAL SERVICE CENTER	81,069	106,389	88,919	86,195	93,353	92,353	92,353





<u>02 PARK MAINTENANCE</u>							
1-PERSONNEL	337,832	315,196	333,490	283,092	299,526	299,526	299,526
2-CONTRACTUAL	19,172	207,630	95,825	117,719	108,020	107,020	127,020
3-GENERAL SERVICES	39,570	29,036	39,250	25,416	41,250	36,250	36,250
4-MACHINE & EQUIPMENT MAI	75,542	101,296	78,400	75,146	121,400	118,400	118,400
5-CAPITAL OUTLAY	0	195,115	50,000	222,233	0	0	0
TOTAL 02 PARK MAINTENANCE	472,117	848,272	596,965	723,607	570,196	561,196	581,196

<u>03 CEMETERIES</u>							
1-PERSONNEL	118,129	122,183	102,761	93,562	119,262	119,262	119,262
2-CONTRACTUAL	6,865	7,635	7,771	6,038	7,710	7,710	7,710
3-GENERAL SERVICES	5,553	5,214	6,200	3,516	6,200	6,200	6,200
4-MACHINE & EQUIPMENT MAI	3,245	17,813	10,100	6,886	32,600	32,600	32,600
5-CAPITAL OUTLAY	22,638	0	0	0	0	0	0
TOTAL 03 CEMETERIES	156,430	152,846	126,832	110,001	165,772	165,772	165,772

<u>04 LIBRARY</u>							
1-PERSONNEL	164,098	170,151	166,768	138,128	173,275	173,275	173,275
2-CONTRACTUAL	16,602	14,460	21,104	11,857	20,560	19,560	19,560
3-GENERAL SERVICES	26,709	24,171	22,250	15,165	26,500	26,500	26,500
4-MACHINE & EQUIPMENT MAI	13,392	43,600	14,000	10,887	13,500	13,500	13,500
5-CAPITAL OUTLAY	0	5,228	0	0	0	0	0
TOTAL 04 LIBRARY	220,801	257,610	224,122	176,038	233,835	232,835	232,835

<u>05 STREET MAINTENANCE</u>							
1-PERSONNEL	402,771	412,410	427,565	352,356	441,174	441,174	441,174
2-CONTRACTUAL	235,250	244,050	485,702	246,311	295,750	295,750	295,750
3-GENERAL SERVICES	65,721	38,083	42,400	30,550	45,350	40,350	40,350
4-MACHINE & EQUIPMENT MAI	76,264	273,548	284,750	387,919	267,150	267,150	267,150
5-CAPITAL OUTLAY	74,624	32,063	1,446,000	468,942	0	0	750,000
TOTAL 05 STREET MAINTENANCE	854,630	1,000,155	2,686,417	1,486,078	1,049,424	1,044,424	1,794,424

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CITY OF STEPHENVILLE  
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01 -GENERAL FUND  
DIVISION FINANCIAL SUMMARY

	2013-2014 ACTUAL	2014-2015 ACTUAL	(----- 2015-2016 -----) CURRENT BUDGET	(----- 2016-2017 -----) Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>06 SENIOR CITIZENS</u>							
1-PERSONNEL	68,207	71,265	72,123	62,783	72,385	72,385	72,385
2-CONTRACTUAL	38,402	39,661	31,404	21,866	29,835	29,835	29,835
3-GENERAL SERVICES	16,584	15,946	8,750	7,230	9,750	9,750	9,750
4-MACHINE & EQUIPMENT MAI	6,029	9,507	3,500	1,970	3,500	3,500	3,500
5-CAPITAL OUTLAY	0	39,830	0	0	0	0	0
TOTAL 06 SENIOR CITIZENS	129,223	176,209	115,777	93,849	115,470	115,470	115,470
<u>07 AQUATIC CENTER</u>							
1-PERSONNEL	90,796	103,995	76,477	87,386	105,449	105,449	105,449
2-CONTRACTUAL	51,531	42,024	48,923	32,689	48,000	48,000	48,000
3-GENERAL SERVICES	14,575	16,786	14,000	26,951	21,250	21,250	21,250
4-MACHINE & EQUIPMENT MAI	8,908	17,443	12,500	5,284	12,000	12,000	12,000
TOTAL 07 AQUATIC CENTER	165,809	180,247	151,900	152,310	186,699	186,699	186,699
TOTAL 5 COMMUNITY SERVICES	2,673,077	3,170,508	4,531,037	3,291,403	2,988,586	2,966,586	3,736,586

6 FIRE DEPARTMENT  
=====

<u>01 FIRE ADMINISTRATION</u>							
1-PERSONNEL	193,118	233,666	261,544	213,826	267,481	267,481	267,481
2-CONTRACTUAL	51,509	41,897	36,484	41,809	39,686	39,686	39,686
3-GENERAL SERVICES	7,925	7,254	5,600	8,093	6,600	6,600	6,600
4-MACHINE & EQUIPMENT MAI	9,108	17,021	14,000	15,073	30,300	30,300	30,300
5-CAPITAL OUTLAY	8,832	3,910	175,000	185,205	0	0	0
TOTAL 01 FIRE ADMINISTRATION	270,493	303,748	492,628	464,006	344,067	344,067	344,067

<u>02 FIRE PREVENTION INVESTIGATI</u>							
1-PERSONNEL	164,548	175,723	173,528	147,376	178,587	178,587	178,587
2-CONTRACTUAL	4,075	5,873	7,421	6,590	8,770	8,370	8,370
3-GENERAL SERVICES	9,888	10,422	9,560	5,319	9,560	9,560	9,560
4-MACHINE & EQUIPMENT MAI	1,973	2,008	1,580	2,058	2,330	2,330	2,330
TOTAL 02 FIRE PREVENTION INVESTIGA	180,483	194,025	192,089	161,343	199,247	198,847	198,847

<u>03 FIRE SUPPRESSION</u>							
1-PERSONNEL	1,088,994	1,085,942	1,123,852	862,862	1,113,711	1,113,711	1,113,711

2-CONTRACTUAL	20,059	23,884	27,373	21,992	27,155	25,680	25,680
3-GENERAL SERVICES	49,417	42,625	47,000	22,906	47,000	44,000	44,000
4-MACHINE & EQUIPMENT MAI	20,098	38,008	26,400	18,270	25,400	25,400	25,400
5-CAPITAL OUTLAY	0	3,665	0	0	0	0	0
7-DEBT SERVICE	0	0	100,000	449,833	120,000	120,000	120,000
TOTAL 03 FIRE SUPPRESSION	1,178,568	1,194,124	1,324,625	1,375,863	1,333,266	1,328,791	1,328,791
<u>04 EMERGENCY MEDICAL SERVICE</u>							
1-PERSONNEL	995,655	1,024,361	1,049,890	866,297	1,069,192	1,069,192	1,069,192
2-CONTRACTUAL	27,482	25,768	31,554	29,311	38,850	37,350	37,350
3-GENERAL SERVICES	72,498	86,820	75,850	63,133	79,550	79,550	79,550
4-MACHINE & EQUIPMENT MAI	9,937	13,443	9,150	6,276	10,150	9,150	9,150
5-CAPITAL OUTLAY	37,421	189,360	0	0	0	0	0
7-DEBT SERVICE	0	0	30,600	30,584	30,600	30,600	30,600
TOTAL 04 EMERGENCY MEDICAL SERVICE	1,142,993	1,339,753	1,197,044	995,601	1,228,342	1,225,842	1,225,842
<u>05 VOLUNTEER FIRE DEPARTMENT</u>							
1-PERSONNEL	10,179	9,123	11,294	6,988	11,391	11,391	11,391
2-CONTRACTUAL	7,542	9,276	10,126	4,799	10,130	8,830	8,830
3-GENERAL SERVICES	4,231	1,724	3,000	0	3,000	3,000	3,000
4-MACHINE & EQUIPMENT MAI	158	0	500	10	500	500	500
TOTAL 05 VOLUNTEER FIRE DEPARTMENT	22,109	20,124	24,920	11,798	25,021	23,721	23,721
TOTAL 6 FIRE DEPARTMENT	2,794,645	3,051,774	3,231,306	3,008,609	3,129,943	3,121,268	3,121,268

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CITY OF STEPHENVILLE  
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01 -GENERAL FUND  
DIVISION FINANCIAL SUMMARY

	2013-2014 ACTUAL	2014-2015 ACTUAL	(----- 2015-2016 -----) CURRENT BUDGET	(----- 2015-2016 -----) Y-T-D + ENCUMBERED	(----- 2016-2017 -----) DEPARTMENT REQUESTED	(----- 2016-2017 -----) CITY ADMIN. RECOMMENDED	(----- 2016-2017 -----) COUNCIL ADOPTED
<u>7 POLICE DEPARTMENT</u>							
<u>01 POLICE ADMINISTRATION</u>							
1-PERSONNEL	289,570	267,978	341,551	281,927	348,210	348,210	348,210
2-CONTRACTUAL	35,416	38,778	75,260	48,569	89,815	71,815	71,815
3-GENERAL SERVICES	1,840	2,358	2,900	1,641	2,900	2,900	2,900
4-MACHINE & EQUIPMENT MAI	0	27,628	19,345	20,142	2,500	2,500	2,500
TOTAL 01 POLICE ADMINISTRATION	326,826	338,743	439,056	352,278	443,425	425,425	425,425
<u>02 PATROL</u>							
1-PERSONNEL	1,723,567	1,724,284	1,715,429	1,412,864	1,806,246	1,806,246	1,731,246
2-CONTRACTUAL	97,715	87,656	84,044	72,144	93,900	83,900	83,900
3-GENERAL SERVICES	135,114	116,064	132,600	63,302	143,100	122,100	122,100
4-MACHINE & EQUIPMENT MAI	32,031	30,068	37,250	30,271	34,250	34,250	34,250
5-CAPITAL OUTLAY	140,306	187,608	137,000	134,816	0	0	0
TOTAL 02 PATROL	2,128,734	2,145,679	2,106,323	1,713,397	2,077,496	2,046,496	1,971,496
<u>03 COMMUNICATIONS</u>							
1-PERSONNEL	479,695	576,820	602,831	489,431	647,014	647,014	647,014
2-CONTRACTUAL	15,853	12,461	27,500	12,446	15,705	15,705	15,705
3-GENERAL SERVICES	14,864	9,449	10,000	7,559	10,500	10,500	10,500
5-CAPITAL OUTLAY	50,240	0	0	0	0	0	0
TOTAL 03 COMMUNICATIONS	560,651	598,731	640,331	509,436	673,219	673,219	673,219
<u>04 SUPPORT SERVICES</u>							
1-PERSONNEL	134,272	147,895	155,950	122,828	159,211	159,211	159,211
2-CONTRACTUAL	6,120	4,984	9,487	7,307	8,475	8,475	8,475
3-GENERAL SERVICES	7,600	6,603	6,150	4,145	6,150	6,150	6,150
4-MACHINE & EQUIPMENT MAI	0	0	100	0	100	100	100
TOTAL 04 SUPPORT SERVICES	147,992	159,481	171,687	134,280	173,936	173,936	173,936
<u>05 CRIMINAL INVESTIGATION</u>							
1-PERSONNEL	518,078	611,974	622,653	538,653	713,706	713,706	713,706
2-CONTRACTUAL	60,504	76,993	67,260	50,982	77,230	72,230	72,230
3-GENERAL SERVICES	34,291	28,768	24,750	13,960	27,550	22,950	22,950
4-MACHINE & EQUIPMENT MAI	2,645	1,720	4,500	1,901	8,750	8,750	8,750
5-CAPITAL OUTLAY	27,980	0	0	0	0	0	0
7-DEBT SERVICE	0	0	30,000	14,000	25,200	25,200	25,200
TOTAL 05 CRIMINAL INVESTIGATION	643,498	719,456	749,163	619,496	852,436	842,836	842,836

<u>06 PROFESSIONAL STANDARD</u>							
1-PERSONNEL	231,451	244,960	249,045	205,225	254,719	254,719	254,719
2-CONTRACTUAL	9,085	7,634	10,105	5,923	10,060	10,060	10,060
3-GENERAL SERVICES	12,961	9,322	9,800	5,213	10,800	9,800	9,800
4-MACHINE & EQUIPMENT MAI	1,900	1,189	3,750	2,268	3,750	3,750	3,750
TOTAL 06 PROFESSIONAL STANDARD	255,397	263,105	272,700	218,629	279,329	278,329	278,329
<u>07 ANIMAL CONTROL</u>							
1-PERSONNEL	92,889	73,217	89,815	78,152	97,474	97,474	97,474
2-CONTRACTUAL	5,766	3,988	5,835	4,355	5,805	5,805	5,805
3-GENERAL SERVICES	31,341	25,461	27,000	18,275	27,750	25,750	25,750
4-MACHINE & EQUIPMENT MAI	2,316	543	1,500	362	1,200	1,200	1,200
5-CAPITAL OUTLAY	0	68,936	0	0	0	0	0
TOTAL 07 ANIMAL CONTROL	132,311	172,145	124,150	101,145	132,229	130,229	130,229
<u>09PUBLIC SAFETY CLERICAL</u>							
1-PERSONNEL	0	34,054	11,234	7,857	11,233	11,233	11,233
2-CONTRACTUAL	0	35,785	35,821	28,684	35,365	35,365	35,365
3-GENERAL SERVICES	0	6,822	16,000	6,026	16,000	16,000	16,000
4-MACHINE & EQUIPMENT MAI	0	103,683	80,000	79,385	100,000	100,000	100,000
5-CAPITAL OUTLAY	0	55,761	0	0	0	0	0
TOTAL 09PUBLIC SAFETY CLERICAL	0	236,105	143,055	121,953	162,598	162,598	162,598
TOTAL 7 POLICE DEPARTMENT	4,195,410	4,631,446	4,646,465	3,770,614	4,794,668	4,733,068	4,658,068

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CITY OF STEPHENVILLE  
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01 -GENERAL FUND  
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	2013-2014 ACTUAL	2014-2015 ACTUAL	(----- 2015-2016 -----) CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	2016-2017 CITY ADMIN. RECOMMENDED	----- COUNCIL ADOPTED
<u>8 COMMUNITY DEVELOPMENT</u>							
<u>01 PLANNING/DEVELOPMENT ADMIN</u>							
1-PERSONNEL	164,024	126,356	228,505	109,968	274,866	186,907	186,907
2-CONTRACTUAL	16,929	89,003	123,800	175,972	19,310	19,310	19,310
3-GENERAL SERVICES	1,378	5,776	1,300	2,789	2,700	2,700	2,700
4-MACHINE & EQUIPMENT MAI	3,810	3,493	11,000	10,897	8,000	8,000	8,000
5-CAPITAL OUTLAY	0	37	0	0	0	0	0
TOTAL 01 PLANNING/DEVELOPMENT ADMIN	186,142	224,666	364,605	299,625	304,876	216,917	216,917
<u>02 INSPECTIONS</u>							
1-PERSONNEL	108,604	120,177	126,585	123,511	114,526	202,485	202,485
2-CONTRACTUAL	70,513	27,667	45,111	37,236	66,335	66,035	66,035
3-GENERAL SERVICES	8,646	9,815	2,000	1,952	4,350	4,350	4,350
4-MACHINE & EQUIPMENT MAI	658	9	1,500	132	1,500	1,500	1,500
5-CAPITAL OUTLAY	0	20,264	0	0	0	0	0
TOTAL 02 INSPECTIONS	188,422	177,931	175,196	162,831	186,711	274,370	274,370
<u>03 CODE ENFORCEMENT</u>							
1-PERSONNEL	32,015	43,915	46,893	40,085	51,122	51,122	51,122
2-CONTRACTUAL	11,447	29,143	25,603	5,063	34,567	31,567	31,567
3-GENERAL SERVICES	789	543	1,450	490	3,880	3,880	3,880
4-MACHINE & EQUIPMENT MAI	122	283	500	0	500	500	500
TOTAL 03 CODE ENFORCEMENT	44,372	73,885	74,446	45,637	90,069	87,069	87,069
TOTAL 8 COMMUNITY DEVELOPMENT	418,936	476,482	614,247	508,093	581,656	578,356	578,356
FUND TOTAL EXPENDITURES	12,284,410	13,295,766	14,882,835	12,535,976	13,353,717	13,257,142	13,982,142
REVENUES OVER/ (UNDER) EXPENDITURES	1,096,664	1,151,881	( 1,688,382)	( 111,049)	( 262,255)	( 165,680)	( 163,492)

PROPOSED

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## City Council

General Fund

Central Government Division 51

Department 01

### Program Description

Stephenville is a home-rule city. The City Council consists of eight council members and a mayor. All members of the Council are elected at-large. The City Council operates under the Stephenville City Charter, City ordinances and State law. Four officers of the City are appointed by the City Council and operate under its guidance: City Administrator, City Attorney, City Secretary and Municipal Judge.

The City Council is the policy-making arm of city government. It has a wide variety of tasks which include approving any expenditure of the City which exceeds the amount stipulated in the Charter and by State law, appointing board and commission members, ordering regular and special elections and considering zoning issues.

The City Council must study, analyze and approve complex plans for expansion and rehabilitation of the City's utilities and other progressive plans that may benefit the citizens.

### Performance Objectives

- Develop policies which enhance the quality of life for the community while preserving its unique character and natural resources.
- Ensure the long-term financial viability of Stephenville.
- Promote community involvement and participation in local government.

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CITY OF STEPHENVILLE  
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01 -GENERAL FUND  
DIVISION - 1 CENTRAL GOVERNMENT

		2015-2016		2016-2017			
		2013-2014	2014-2015	CURRENT	Y-T-D +	DEPARTMENT	CITY ADMIN.
		ACTUAL	ACTUAL	BUDGET	ENCUMBERED	REQUESTED	RECOMMENDED
							COUNCIL
							ADOPTED
EXPENDITURES							
<b>01 CITY COUNCIL ADMINISTRATION</b>							
<b>1-PERSONNEL</b>							
5101-111	SALARIES	18,810	21,310	19,200	15,360	19,200	19,200
5101-113	PART-TIME WAGES	0	0	460	838	1,000	1,000
5101-121	RETIREMENT	0	0	0	7	0	0
5101-122	SOCIAL SECURITY	1,423	1,629	1,504	1,256	1,545	1,545
5101-123	WORKERS' COMPENSATION	50	43	60	54	62	62
5101-125	GROUP INSURANCE	0	0	0	11	0	0
TOTAL 1-PERSONNEL		20,283	22,982	21,224	17,527	21,807	21,807
<b>2-CONTRACTUAL</b>							
5101-211	POSTAGE	333	184	400	43	400	400
5101-213	PRINTING	1,490	3,396	3,000	3,549	3,000	3,000
5101-214	ADVERTISING & PUBLIC NOTIC	2,354	926	4,000	890	4,000	4,000
5101-215	EDUCATION & SCHOOLING	6,174	11,566	6,000	1,549	6,000	6,000
5101-224	INSURANCE	1,453	1,347	1,687	1,571	1,720	1,720
5101-252	DUES & SUBSCRIPTIONS	10,000	6,326	9,300	7,753	9,300	9,300
5101-253	OUTSIDE PROFESSIONAL	7,998	19,252	0	3,750	15,000	15,000
5101-254	SPECIAL SERVICES	16,018	83,780	67,198	71,484	15,000	15,000
TOTAL 2-CONTRACTUAL		45,819	126,776	91,585	90,589	54,420	54,420
<b>3-GENERAL SERVICES</b>							
5101-317	PHOTO & DUPLICATION	182	510	0	1,534	0	0
5101-332	OPERATING SUPPLIES	2,235	2,755	2,600	1,020	2,600	2,600
TOTAL 3-GENERAL SERVICES		2,416	3,264	2,600	2,554	2,600	2,600
<b>4-MACHINE &amp; EQUIPMENT MAINTENA</b>							
5101-413	OFFICE EQUIPMENT MAINT.	0	0	4,730	5,454	0	0
TOTAL 4-MACHINE & EQUIPMENT MAINTENA		0	0	4,730	5,454	0	0
<b>5-CAPITAL OUTLAY</b>							
5101-514	OTHER EQUIPMENT	0	11,553	0	0	0	0
TOTAL 5-CAPITAL OUTLAY		0	11,553	0	0	0	0
TOTAL 01 CITY COUNCIL ADMINISTRATION		68,519	164,576	120,139	116,124	78,827	78,827

# City Administrator

General Fund

Central Government Division 51

Department 02

## Program Description

The City Administrator is appointed by the City Council and is the chief administrative and executive officer for the City.

The City Administrator is responsible for the administration of all City departments and transfers City Council policy into viable work programs.

### Program Personnel

Title	2014-2015	2015-2016	2016-2017
City Administrator	1	1	1
Administrative Assistant	0	1	1
	1	2	2

### Performance Objectives

- Ensure the delivery of quality services to citizens through effective management and efficient administration.
- Coordinate the implementation of City Council goals and objectives with all City Departments.
- Facilitate community activities to address public requests for needs and services.

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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01 -GENERAL FUND  
DIVISION - 1 CENTRAL GOVERNMENT

		(----- 2015-2016 -----) (----- 2016-2017 -----)						
EXPENDITURES		2013-2014 ACTUAL	2014-2015 ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>02 CITY ADMINISTRATOR</u>								
=====								
<u>1-PERSONNEL</u>								
5102-111	SALARIES	163,197	114,482	166,240	129,757	162,791	162,791	162,791
5102-121	RETIREMENT	24,992	17,537	17,721	19,260	24,144	24,144	24,144
5102-122	SOCIAL SECURITY	11,440	8,711	9,367	10,127	12,775	12,775	12,775
5102-123	WORKER'S COMPENSATION	231	239	429	394	598	598	598
5102-125	GROUP INSURANCE	6,914	9,109	6,640	10,394	15,088	15,088	15,088
5102-126	CAR ALLOWANCE	0	3,720	3,600	2,880	3,600	3,600	3,600
TOTAL 1-PERSONNEL		206,774	153,798	203,997	172,812	218,996	218,996	218,996
<u>2-CONTRACTUAL</u>								
5102-211	POSTAGE	1	0	0	40	0	0	0
5102-212	COMMUNICATION	702	550	840	730	700	700	700
5102-215	EDUCATION & SCHOOLING	2,217	798	2,000	2,295	7,500	7,500	7,500
5102-224	OTHER INSURANCE	545	550	587	575	750	750	750
5102-231	RENTAL	0	12	0	0	0	0	0
5102-252	DUES & SUBSCRIPTIONS	864	1,570	1,250	2,609	3,000	3,000	3,000
TOTAL 2-CONTRACTUAL		4,329	3,480	4,677	6,249	11,950	11,950	11,950
<u>3-GENERAL SERVICES</u>								
5102-314	OFFICE SUPPLIES	195	4,063	400	329	400	400	400
5102-317	PHOTO & DUPLICATION	0	232	0	35	0	0	0
5102-332	OPERATING SUPPLIES	0	0	0	12	0	0	0
TOTAL 3-GENERAL SERVICES		195	4,295	400	376	400	400	400
TOTAL 02 CITY ADMINISTRATOR		211,298	161,573	209,074	179,436	231,346	231,346	231,346

# City Secretary

General Fund

Central Government Division 51

Department 03

## Program Description

The City Secretary is appointed by the City Council and in that capacity records, maintains, and/or composes minutes, ordinance, resolutions, agendas, proclamations and other miscellaneous records.

The City Secretary administers all municipal elections ordered by the City Council. This position is also Records Manager of the City and is responsible for the composition of the Records Retention and Destruction Schedule mandated by State Law. In addition, the City Secretary must see that all revisions to the Code of Ordinances are codified and distributed.

### Program Personnel

Title	2014-2015	2015-2016	2016-2017
City Secretary	1	1	1
	1	1	1

### Performance Objectives

- Administer regular and special elections in accordance with State Law and City Charter.
- Oversee the Records Management Program and compose and require compliance with the Retention/Destruction Schedule as mandated by State Law.
- Perform all duties for the City Council according to the City Charter and State Law.
- Perform all other duties of the office of the City Secretary in accordance with the law in a manner that best serves the citizens of Stephenville.

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CITY OF STEPHENVILLE  
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DIVISION - 1 CENTRAL GOVERNMENT

	2013-2014 ACTUAL	2014-2015 ACTUAL	(----- 2015-2016 -----) CURRENT BUDGET	(----- 2015-2016 -----) Y-T-D + ENCUMBERED	(----- 2016-2017 -----) DEPARTMENT REQUESTED	(----- 2016-2017 -----) CITY ADMIN. RECOMMENDED	(----- 2016-2017 -----) COUNCIL ADOPTED
EXPENDITURES							
03 CITY SECRETARY							
=====							
<u>1-PERSONNEL</u>							
5103-111 SALARIES	58,908	65,022	68,112	55,869	69,267	69,267	69,267
5103-121 RETIREMENT	9,050	10,185	10,379	8,502	10,535	10,535	10,535
5103-122 SOCIAL SECURITY	4,170	5,187	5,486	4,627	5,571	5,571	5,571
5103-123 WORKER'S COMPENSATION	125	147	251	226	253	253	253
5103-125 GROUP INSURANCE	6,476	6,367	6,640	5,458	7,544	7,544	7,544
5103-126 CAR ALLOWANCE	0	3,720	3,600	2,880	3,600	3,600	3,600
TOTAL 1-PERSONNEL	78,729	90,627	94,468	77,561	96,770	96,770	96,770
<u>2-CONTRACTUAL</u>							
5103-211 POSTAGE	1	9	100	38	100	100	100
5103-212 COMMUNICATIONS	549	561	700	423	700	700	700
5103-215 EDUCATION & SCHOOLING	982	998	1,000	1,093	1,000	1,000	1,000
5103-224 OTHER INSURANCE	145	150	187	175	175	175	175
5103-252 DUES & SUBSCRIPTIONS	364	374	405	484	405	405	405
5103-253 OUTSIDE PROFESSIONAL	7,524	12,155	12,060	11,492	12,000	12,000	12,000
TOTAL 2-CONTRACTUAL	9,564	14,246	14,452	13,704	14,380	14,380	14,380
<u>3-GENERAL SERVICES</u>							
5103-313 BOOKS & EDUCATIONAL MATERI	3,795	4,424	4,000	3,320	4,000	4,000	4,000
5103-314 OFFICE SUPPLIES	1,296	1,362	1,000	232	1,000	1,000	1,000
5103-317 PHOTO & DUPLICATION	0	94	50	0	50	50	50
5103-333 COMPUTER SUPPLIES	26	300	300	147	300	300	300
TOTAL 3-GENERAL SERVICES	5,117	6,180	5,350	3,700	5,350	5,350	5,350
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5103-413 OFFICE EQUIPMENT	1,519	437	400	0	400	400	400
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	1,519	437	400	0	400	400	400
TOTAL 03 CITY SECRETARY	94,930	111,491	114,670	94,965	116,900	116,900	116,900

# Emergency Management

General Fund

Central Government Division 51

Department 04

## Program Description

Emergency Management provides funds for disaster preparedness related expenses. This includes funding for public information, siren maintenance planning, communication expenses and simulation training.

### Performance Objectives

- Maintain emergency warning sirens in operating condition.
- Maintain functional Emergency Operations Center (EOC).

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DIVISION - 1 CENTRAL GOVERNMENT

		(----- 2015-2016 -----)		(----- 2016-2017 -----)			
		2013-2014	2014-2015	CURRENT	Y-T-D +	DEPARTMENT	CITY ADMIN.
		ACTUAL	ACTUAL	BUDGET	ENCUMBERED	REQUESTED	RECOMMENDED
EXPENDITURES							COUNCIL
							ADOPTED
<b>04 EMERGENCY MANAGEMENT</b>							
=====							
<b>2-CONTRACTUAL</b>							
5104-212	COMMUNICATIONS	42,302	2,468	15,000	13,822	17,000	17,000
5104-215	EDUCATION AND SCHOOLING	0	58	0	0	0	0
5104-251	UTILITIES	992	1,011	1,300	1,155	1,500	1,500
5104-254	SPECIAL SERVICES	1,978	10,127	0	0	0	0
TOTAL 2-CONTRACTUAL		45,271	13,664	16,300	14,976	18,500	18,500
<b>4-MACHINE &amp; EQUIPMENT MAINTENANCE</b>							
5104-414	OTHER EQUIPMENT MAINTENANCE	400	9,160	1,000	0	1,000	1,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENANCE		400	9,160	1,000	0	1,000	1,000
<b>5-CAPITAL OUTLAY</b>							
5104-514	OTHER EQUIPMENT	54,653	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY		54,653	0	0	0	0	0
<b>TOTAL 04 EMERGENCY MANAGEMENT</b>							
		100,324	22,824	17,300	14,976	19,500	19,500

PROPOSED

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# Municipal Building

General Fund

Central Government Division 51

Department 05

## Program Description

The Municipal Building provides fund for maintenance for City Hall building as well as the elevator equipment, custodial and janitorial and all utilities' costs.

### Program Personnel

Title	2014-2015	2015-2016	2016-2017
Clerk II	<u>1</u>	<u>1</u>	<u>1</u>
	<u>1</u>	<u>1</u>	<u>1</u>

### Performance Objectives

- Provide a safe, clean and healthful environment for employees and citizens.
- Prolong the useful life of major building components of Stephenville City Hall.
- Prolong the life of equipment located inside City Hall.
- Provide good, prompt personal, face-to-face and phone assistance to citizens.

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2016

PAGE:

01 -GENERAL FUND  
DIVISION - 1 CENTRAL GOVERNMENT

	2013-2014	2014-2015	(----- 2015-2016 -----)	(----- 2016-2017 -----)			
EXPENDITURES	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>05 MUNICIPAL BUILDING</u>							
=====							
<u>1-PERSONNEL</u>							
5105-111 SALARIES	22,566	26,094	27,503	22,231	27,783	27,783	27,783
5105-113 PART-TIME WAGES	5,098	5,412	5,200	4,452	5,400	5,400	5,400
5105-121 RETIREMENT	3,467	3,867	3,981	3,217	4,017	4,017	4,017
5105-122 SOCIAL SECURITY	2,075	2,369	2,502	2,091	2,538	2,538	2,538
5105-123 WORKER'S COMPENSATION	60	67	115	103	119	119	119
5105-125 GROUP INSURANCE	6,423	6,213	6,640	5,458	7,544	7,544	7,544
TOTAL 1-PERSONNEL	39,690	44,022	45,941	37,552	47,401	47,401	47,401
<u>2-CONTRACTUAL</u>							
5105-212 COMMUNICATIONS	6,018	7,909	8,500	9,292	7,000	7,000	7,000
5105-224 INSURANCE	1,689	1,667	1,721	1,708	1,705	1,705	1,705
5105-231 RENTAL	7,970	7,871	8,200	5,593	7,300	7,300	7,300
5105-251 UTILITIES	16,724	15,254	15,000	10,490	17,000	17,000	17,000
5105-252 DUES & SUBSCRIPTIONS	122	140	500	0	500	500	500
5105-254 SPECIAL SERVICES	13,728	14,452	16,800	10,474	10,800	10,800	10,800
5105-255.000H HAIL DAMAGE CLAIMS	0	30,188	0	0	0	0	0
5105-255.000T TORNADO DAMAGE CLAIMS	0	0	0	4,572	0	0	0
5105-260 PEST AND GERM CONTROL	533	563	545	160	600	600	600
5105-262 JANITORIAL SERVICE	( 7,735)	1,176	1,700	0	1,700	1,700	1,700
TOTAL 2-CONTRACTUAL	39,049	79,220	52,966	42,290	46,605	46,605	46,605
<u>3-GENERAL SERVICES</u>							
5105-317 PHOTO & DUPLICATION	1,253	1,131	1,500	664	1,500	1,500	1,500
5105-321 JANITORIAL SUPPLIES	2,443	1,620	1,500	707	1,500	1,500	1,500
5105-332 OPERATING SUPPLIES	7,558	7,710	5,000	3,350	5,000	5,000	5,000
5105-333 COMPUTER SUPPLIES	1,638	897	1,200	483	1,200	1,200	1,200
TOTAL 3-GENERAL SERVICES	12,892	11,358	9,200	5,204	9,200	9,200	9,200
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5105-413 OFFICE EQUIPMENT MAINTENAN	309	0	1,000	325	1,000	1,000	1,000
5105-414 ELEVATOR MAINTENANCE	9,266	8,031	8,500	8,281	8,700	8,700	8,700
5105-421 BUILDING MAINTENANCE	7,090	21,759	35,000	33,204	7,500	7,500	7,500
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	16,665	29,790	44,500	41,810	17,200	17,200	17,200
<u>5-CAPITAL OUTLAY</u>							
5105-513 OFFICE EQUIPMENT	0	0	20,000	18,874	0	0	0
5105-514 OTHER EQUIPMENT	21,212	0	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	21,212	0	20,000	18,874	0	0	0
<u>8-NOT USED</u>							
5105-800 OPERATING TRANSFERS OUT	500,000	0	0	350,000	0	0	0
TOTAL 8-NOT USED	500,000	0	0	350,000	0	0	0
<hr/>							
TOTAL 05 MUNICIPAL BUILDING	629,508	164,389	172,607	495,730	120,406	120,406	120,406

# Municipal Service Center

General Fund

Central Government Division 51

Department 01

## Program Description

The Municipal Service Center reflects the costs of maintenance and operations of the City's Service Center which houses the street, utility and parks maintenance departments as well as the purchasing department.

### Program Personnel

Title	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>
Clerk II	<u>1</u>	<u>1</u>	<u>1</u>
	<u>1</u>	<u>1</u>	<u>1</u>

### Performance Objectives

- Provide a safe, clean and healthful environment for employees and citizens.
- Prolong the useful life of major building components of the Service Center.
- Provide good, prompt personal, face-to-face and phone assistance to citizens.



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CITY OF STEPHENVILLE  
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01 -GENERAL FUND  
DIVISION - 1 CENTRAL GOVERNMENT

EXPENDITURES	2013-2014		2014-2015		(----- 2015-2016 -----)		(----- 2016-2017 -----)		
	ACTUAL		ACTUAL		CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
06 MUNICIPAL SERVICE CENTER									
=====									
1-PERSONNEL									
5106-111	SALARIES	22,563	25,541		27,600	22,489	27,927	27,927	27,927
5106-113	PART-TIME WAGES	3,175	3,464		5,200	2,934	5,400	5,400	5,400
5106-121	RETIREMENT	3,467	3,786		3,994	3,254	4,038	4,038	4,038
5106-122	SOCIAL SECURITY	1,950	2,198		2,509	2,002	2,550	2,550	2,550
5106-123	WORKER'S COMPENSATION	60	67		115	103	119	119	119
5106-125	GROUP INSURANCE	6,423	6,367		6,640	5,458	7,544	7,544	7,544
TOTAL 1-PERSONNEL		37,637	41,423		46,058	36,240	47,578	47,578	47,578
2-CONTRACTUAL									
5106-212	COMMUNICATIONS	6,026	5,963		6,500	4,868	6,500	6,500	6,500
5106-215	EDUCATION & TRAINING	0	0		0	150	0	0	0
5106-224	INSURANCE	2,046	2,184		2,242	2,229	2,225	2,225	2,225
5106-231	RENTAL	3,386	3,414		3,569	3,225	3,500	3,500	3,500
5106-251	UTILITIES	20,004	17,764		16,800	9,422	16,800	16,800	16,800
5106-254	SPECIAL SERVICES	570	390		600	360	600	600	600
5106-260	PEST CONTROL	456	426		500	320	500	500	500
5106-262	JANITORIAL SERVICE	1,100	0		1,000	0	1,000	0	0
TOTAL 2-CONTRACTUAL		33,588	30,141		31,211	20,575	31,125	30,125	30,125
3-GENERAL SERVICES									
5106-317	COPIER	8	50		350	11	350	350	350
5106-321	JANITORIAL SUPPLIES	1,516	1,337		1,800	1,120	1,800	1,800	1,800
5106-323	GASOLINE AND OIL	0	0		0	12,071	0	0	0
5106-332	OPERATING SUPPLIES	1,611	2,095		1,500	912	1,500	1,500	1,500
TOTAL 3-GENERAL SERVICES		3,134	3,482		3,650	14,114	3,650	3,650	3,650
4-MACHINE & EQUIPMENT MAINTENA									
5106-414	EQUIPMENT MAINTENANCE	0	0		0	641	1,000	1,000	1,000
5106-421	BUILDING	6,710	31,342		8,000	12,639	10,000	10,000	10,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA		6,710	31,342		8,000	13,281	11,000	11,000	11,000
TOTAL 06 MUNICIPAL SERVICE CENTER									
		81,069	106,389		88,919	84,209	93,353	92,353	92,353
TOTAL 1 CENTRAL GOVERNMENT									
		1,185,648	731,241		722,709	985,441	660,332	659,332	659,332
=====									

# Finance

General Fund

Finance Division 52

Department 01

## Program Description

Finance is responsible for the property, accurate and timely recording of collections and disbursements of City funds and the reporting of these transactions in accordance with Generally Accepted Accounting Principles. This division also develops, coordinates and monitors the City's spending plans, including the annual Operating Budget and Capital Improvement Program. Further, Finance is responsible for cash management and investments, processing receipts of City monies and performing payroll distribution.

<b><u>Program Personnel</u></b>			
<b>Title</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>
Director of Finance & Administration	1	1	1
Senior Accountant	1	1	1
Accountant	1	1	1
	3	3	3

## **Performance Objectives**

- Provide timely, accurate financial reporting to City Council, City departments and citizens.
- Maintain budgetary controls to ensure compliance with the annual budget as adopted by the City Council.
- Manage cash and investments to ensure that the City receives a maximum rate of return on its investments with minimal risk while maintaining an adequate cash flow.
- Maintain a system of internal controls that will ensure that the assets of the City are adequately protected.
- Provide financial reporting conformity with generally accepted accounting principles that receives the Government Finances Officers Association (GFOA) Certificate of Achievement.
- Foster a "customer-oriented" approach toward internal departments of the City.

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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01 -GENERAL FUND  
DIVISION - 2 FINANCE

	2013-2014 ACTUAL	2014-2015 ACTUAL	(----- 2015-2016 -----) CURRENT BUDGET	(----- 2015-2016 -----) Y-T-D + ENCUMBERED	(----- 2016-2017 -----) DEPARTMENT REQUESTED	(----- 2016-2017 -----) CITY ADMIN. RECOMMENDED	(----- 2016-2017 -----) COUNCIL ADOPTED
<b>EXPENDITURES</b>							
<b>01 FINANCIAL ADMIN/ACCOUN</b>							
<b>=====</b>							
<b>1-PERSONNEL</b>							
5201-111 SALARIES	200,910	170,877	180,461	153,166	190,073	190,073	190,073
5201-113 PART TIME WAGES	2,633	103	0	0	0	0	0
5201-121 RETIREMENT	30,870	25,967	26,726	22,651	28,088	28,088	28,088
5201-122 SOCIAL SECURITY	15,353	13,295	14,127	12,273	14,862	14,862	14,862
5201-123 WORKER'S COMPENSATION	432	480	648	582	695	695	695
5201-125 GROUP INSURANCE	25,694	19,371	19,920	16,373	22,632	22,632	22,632
5201-126 CAR ALLOWANCE	0	3,720	3,600	2,880	3,600	3,600	3,600
TOTAL 1-PERSONNEL	275,893	233,813	245,482	207,924	259,950	259,950	259,950
<b>2-CONTRACTUAL</b>							
5201-211 POSTAGE	2,095	1,930	2,000	1,645	2,000	2,000	2,000
5201-212 COMMUNICATION	705	707	720	496	720	720	720
5201-213 PRINTING	47	108	250	99	250	250	250
5201-215 EDUCATION & SCHOOLING	2,571	3,388	3,000	2,541	3,000	3,000	3,000
5201-224 OTHER INSURANCE	581	599	562	566	520	520	520
5201-252 DUES & SUBSCRIPTIONS	766	962	1,000	515	1,000	1,000	1,000
5201-253 OUTSIDE PROFESSIONALS	29,934	28,170	27,000	19,789	30,000	30,000	30,000
5201-254 SPECIAL SERVICES	80,207	92,463	77,000	64,528	70,000	70,000	70,000
TOTAL 2-CONTRACTUAL	116,907	128,326	111,532	90,179	107,490	107,490	107,490
<b>3-GENERAL SERVICES</b>							
5201-314 OFFICE SUPPLIES	0	368	250	502	500	500	500
5201-332 OPERATING SUPPLIES	1,034	1,763	200	2,199	500	500	500
5201-333 COMPUTER SUPPLIES	81	0	500	0	500	500	500
TOTAL 3-GENERAL SERVICES	1,115	2,131	950	2,701	1,500	1,500	1,500
<b>4-MACHINE &amp; EQUIPMENT MAINTENA</b>							
5201-413 OFFICE EQUIPMENT	10,073	240	5,000	252	5,000	5,000	5,000
5201-416 COMPUTER MAINTENANCE	49,169	15,477	17,500	16,363	17,500	17,500	17,500
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	59,242	15,717	22,500	16,615	22,500	22,500	22,500
<b>6-BANK CHARGES</b>							
5201-610 BANK CHARGES	0	865	0	911	0	0	0
TOTAL 6-BANK CHARGES	0	865	0	911	0	0	0
TOTAL 01 FINANCIAL ADMIN/ACCOUN	453,157	380,853	380,464	318,330	391,440	391,440	391,440

# Purchasing

General Fund

Finance Division 52

Department 02

## Program Description

Purchasing Department procures all supplies, equipment and services for all departments within the City organization and is also responsible for the storage and warehousing of material and supplies. Procurement activities include establishing annual contract and blanket purchase orders to reduce costs; preparing bid specifications and tabulations; conducting bid proceedings; expediting materials; and preparing recommendations to the City Council for purchases over \$25,000. This division is also responsible for vehicle inventory (i.e. titles and licenses) and disposal of City-owned surplus property.

### Program Personnel

Title	2014-2015	2015-2016	2016-2017
Purchasing Manager	1	1	1
	1	1	1

### Performance Objectives

- Develop and maintain a level of performance considered above average by our customers while maintaining a high degree of efficiency and economy.
- Provide the City of Stephenville user departments with needed materials and services by utilizing best value purchases in a timely manner.
- Conduct sale of City-owned surplus property according to City ordinances.
- Maintain stock of all materials and supplies needed by other departments on a normal, routine basis.
- Deliver all requested supplies and materials to departments in a timely manner.

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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01 -GENERAL FUND  
DIVISION - 2 FINANCE

	2013-2014 ACTUAL	2014-2015 ACTUAL	(----- 2015-2016 -----) CURRENT BUDGET	(----- 2016-2017 -----) Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
EXPENDITURES							
02 PURCHASING							
=====							
1-PERSONNEL							
5202-111 SALARIES	43,124	46,074	47,106	41,159	50,894	50,894	50,894
5202-121 RETIREMENT	6,626	6,829	6,818	5,956	7,358	7,358	7,358
5202-122 SOCIAL SECURITY	2,640	3,275	3,604	3,075	3,893	3,893	3,893
5202-123 WORKER'S COMPENSATION	92	104	165	148	181	181	181
5202-125 GROUP INSURANCE	6,529	6,367	6,640	5,458	7,544	7,544	7,544
TOTAL 1-PERSONNEL	59,011	62,650	64,333	55,796	69,870	69,870	69,870
2-CONTRACTUAL							
5202-211 POSTAGE	191	158	300	164	300	300	300
5202-212 COMMUNICATIONS	5	4	100	4	100	100	100
5202-214 ADVERTISING & PUBLIC NOTIC	395	471	1,500	535	1,500	1,500	1,500
5202-215 EDUCATION & SCHOOLING	1,534	1,078	1,700	38	1,700	1,700	1,700
5202-224 OTHER INSURANCE	145	150	187	175	175	175	175
5202-252 DUES & SUBSCRIPTIONS	482	297	300	315	300	300	300
TOTAL 2-CONTRACTUAL	2,752	2,157	4,087	1,230	4,075	4,075	4,075
3-GENERAL SERVICES							
5202-314 OFFICE SUPPLIES	131	262	300	276	300	300	300
5202-332 OPERATING SUPPLIES	178	74	150	27	150	150	150
TOTAL 3-GENERAL SERVICES	309	336	450	303	450	450	450
TOTAL 02 PURCHASING	62,072	65,143	68,870	57,329	74,395	74,395	74,395

# Information Systems

General Fund

Finance Division 52

Department 03

## Program Description

The information systems Tech is responsible for the computer systems within a company. Information systems managers are responsible for the implementation of technology within an organization and direct the work of systems and business analysts, developers, support specialists and other computer-related workers.

### Program Personnel

Title	2014-2015	2015-2106	2016-2017
Information Systems Tech	1	1	1
	1	1	1

### Performance Objectives

- Oversee installation;
- Ensure backup systems operate effectively;
- Purchase hardware and software;
- Provide the ICT technology infrastructures for an organization;
- Contribute to organizational policy regarding quality standards and strategic planning.

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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01 -GENERAL FUND  
DIVISION - 2 FINANCE

	2013-2014	2014-2015	(----- 2015-2016 -----)	(----- 2016-2017 -----)			
EXPENDITURES	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
03 INFORMATION TECHNOLOG							
=====							
1-PERSONNEL							
5203-111 SALARIES	0	49,148	51,693	44,956	55,801	55,801	55,801
5203-113 PART TIME WAGES	0	6,953	10,000	6,432	10,800	10,800	10,800
5203-121 RETIREMENT	0	7,282	7,481	6,506	8,068	8,068	8,068
5203-122 SOCIAL SECURITY	0	4,156	4,719	4,060	5,095	5,095	5,095
5203-123 WORKER'S COMPENSATION	0	0	216	203	237	237	237
5203-125 GROUP INSURANCE	0	6,099	6,640	5,458	7,544	7,544	7,544
TOTAL 1-PERSONNEL	0	73,638	80,749	67,614	87,545	87,545	87,545
2-CONTRACTUAL							
5203-211 POSTAGE	0	0	100	0	100	100	100
5203-212 COMMUNICATIONS	0	665	800	511	800	800	800
5203-215 EDUCATION	0	0	1,000	150	1,000	1,000	1,000
5203-224 OTHER INSURANCE	0	0	15	46	175	175	175
5203-253 OUTSIDE PROFESSIONALS	0	5,205	0	0	0	0	0
TOTAL 2-CONTRACTUAL	0	5,870	1,915	708	2,075	2,075	2,075
3-GENERAL SERVICES							
5203-314 OFFICE SUPPLIES	0	26	100	0	100	100	100
5203-332 OPERATING SUPPLIES	0	271	500	302	500	500	500
5203-333 COMPUTER SUPPLIES	0	0	500	477	1,000	1,000	1,000
TOTAL 3-GENERAL SERVICES	0	298	1,100	779	1,600	1,600	1,600
4-MACHINE & EQUIPMENT MAINTENA							
5203-413 OFFICE EQUIPMENT	0	6,626	2,500	2,000	2,500	2,500	2,500
5203-416 COMPUTER EQUIPMENT	0	34,228	50,000	41,108	55,000	55,000	55,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	0	40,854	52,500	43,108	57,500	57,500	57,500
5-CAPITAL OUTLAY							
TOTAL 03 INFORMATION TECHNOLOG	0	120,660	136,264	112,210	148,720	148,720	148,720

# Tax Services

General Fund

Finance Division 52

Department 04

ADDITIONAL INFORMATION: THE CITY OF STEPHENVILLE HAS ADOPTED A BUDGET FOR THE FISCAL YEAR 2016-2017. THE BUDGET IS BASED ON THE ASSUMPTION THAT THE CITY WILL RECEIVE \$1,000,000 FROM THE STATE OF TEXAS FOR THE FISCAL YEAR 2016-2017. THE BUDGET IS SUBJECT TO CHANGE BASED ON THE ACTUAL RESULTS OF THE FISCAL YEAR 2016-2017.

## Program Description

Tax Administration Office duties are contracted out to the Erath County Appraisal District (ECAD) for property appraisal services and to the Erath County Tax Assessor-Collector for tax collection services.

The function performed by the ECAD includes the appraisal of real and personal property located within the city limits of Stephenville. Erath County Tax Assessor-Collector is responsible for collection all current and delinquent property taxes levied by the City.

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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01 -GENERAL FUND  
DIVISION - 2 FINANCE

EXPENDITURES	2013-2014 ACTUAL	2014-2015 ACTUAL	(----- 2015-2016 -----)		(----- 2016-2017 -----)		
			CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
04 TAX							
=====							
2-CONTRACTUAL							
5204-253 OUTSIDE PROF.-ECAD	131,181	138,605	141,050	144,789	148,926	148,926	148,926
5204-253.000A OUTSIDE PROF.-ECTAC	6,863	6,959	7,000	6,633	7,000	7,000	7,000
TOTAL 2-CONTRACTUAL	138,044	145,564	148,050	151,422	155,926	155,926	155,926
TOTAL 04 TAX	138,044	145,564	148,050	151,422	155,926	155,926	155,926
TOTAL 2 FINANCE	653,273	712,219	733,648	635,219	770,481	770,481	770,481
=====	=====	=====	=====	=====	=====	=====	=====



PROPOSED

# City Attorney

General Fund

Legal Division 53

Department 01

## Program Description

The City Attorney's office ensures that City functions and services are performed in a lawful manner and is responsible for all legal affairs of the City.

Duties of this office include provisions of legal advice to the City Council, City Administrator, boards and commission, and all City departments; prosecutorial duties in Municipal Court; real estate matters including acquisitions, dispositions, and trade; and review of all contracts, resolutions, ordinances and items presented to the City Council.

### Program Personnel

Title	2014-2015	2015-2016	2016-2017
City Attorney	1	1	1
	1	1	1

### Performance Objectives

- Prepare and review legal documents in a timely manner.
- Respond to Public Information requests in a timely manner.
- Prosecute all complaints in Municipal Court.
- Provide preventative legal advice to the City Council, City Administrator, and City Secretary, City Staff and City boards and commissions.

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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01 -GENERAL FUND  
DIVISION - 3 LEGAL

	2013-2014	2014-2015	(----- 2015-2016 -----)	(----- 2016-2017 -----)			
EXPENDITURES	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
01 LEGAL COUNSEL							
=====							
<u>1-PERSONNEL</u>							
5301-113 PART-TIME WAGES	80,735	89,381	100,000	69,883	120,000	120,000	100,000
5301-122 SOCIAL SECURITY	6,124	6,772	7,650	5,777	9,180	9,180	9,180
5301-125 GROUP INSURANCE	4,710	6,040	5,700	5,532	7,545	7,545	7,545
TOTAL 1-PERSONNEL	91,569	102,193	113,350	81,192	136,725	136,725	116,725
<u>2-CONTRACTUAL</u>							
5301-215 TRAVEL & EDUCATION	1,100	2,256	1,000	0	1,000	1,000	1,000
5301-224 INSURANCE	145	150	172	147	175	175	175
5301-253 OUTSIDE PROFESSIONALS	14,695	156,103	15,000	18,065	15,000	15,000	15,000
TOTAL 2-CONTRACTUAL	15,940	158,509	16,172	18,211	16,175	16,175	16,175
<u>3-GENERAL SERVICES</u>							
5301-313 BOOKS & EDUCATIONAL	226	225	0	207	0	0	0
TOTAL 3-GENERAL SERVICES	226	225	0	207	0	0	0
TOTAL 01 LEGAL COUNSEL	107,735	260,927	129,522	99,611	152,900	152,900	132,900

# Municipal Court

General Fund

Legal Division 53

Department 02

## Program Description

The Municipal Court handles the judicial processing of Class C misdemeanors that originate from traffic citations, citizen complaints, code violations and misdemeanor arrests occurring within the territorial limits of the City of Stephenville. The Municipal Court processing is predetermined by the Texas Code of Criminal Procedure and the Code of Judicial Conduct. In addition to the judicial processing, the Court prepares dockets, schedules trials, processes juries, records and collects fine payments sand issues warrants for Violation of Promise to Appear and Failure to Appear. The Municipal Court also processes code violations as part of the city-wide code enforcement effort.

The City of Stephenville currently contracts with the Erath County Justice of the peace Precinct #1 to provide this service. The Justice of the Peace serves as the Municipal Court Judge. The judge presides over trails and hearings, levies fines, sets bails, accepts bonds, issues arrest and search warrants, administers juvenile magistrate's warning and arraigns prisoners.

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CITY OF STEPHENVILLE  
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DIVISION - 3 LEGAL

		(----- 2015-2016 -----) (----- 2016-2017 -----)						
		2013-2014	2014-2015	CURRENT	Y-T-D +	DEPARTMENT	CITY ADMIN.	COUNCIL
EXPENDITURES		ACTUAL	ACTUAL	BUDGET	ENCUMBERED	REQUESTED	RECOMMENDED	ADOPTED
<b>02 MUNICIPAL COURT</b>								
<b>2-CONTRACTUAL</b>								
5302-253	OUTSIDE PROFESSIONALS	121,798	121,748	128,000	106,165	131,000	131,000	131,000
5302-254	SPECIAL SERVICES	32,134	38,174	40,000	23,474	35,000	35,000	35,000
TOTAL 2-CONTRACTUAL		153,932	159,922	168,000	129,639	166,000	166,000	166,000
TOTAL 02 MUNICIPAL COURT		153,932	159,922	168,000	129,639	166,000	166,000	166,000
TOTAL 3 LEGAL		261,667	420,849	297,522	229,250	318,900	318,900	298,900

PROPOSED

# Human Resources

General Fund

Personnel Division 54

Department 01

## Program Description

The Human Resources Department is responsible for administering the City's personnel policies and procedures. Major functions include employee recruitment and selection, employee job classification, safety, employee fringe benefit administration, performance evaluation, payroll administration and maintenance of official personnel records.

Also the Human Resources Department is primarily responsible for the administering and monitoring the City's insurance funds including: employee health insurance, worker's compensation insurance and property/casualty insurance coverage.

<b><u>Program Personnel</u></b>			
<b>Title</b>	<b><u>2014-2015</u></b>	<b><u>2015-2016</u></b>	<b><u>2016-2017</u></b>
Human Resource Manager	<u>1</u>	<u>1</u>	<u>1</u>
	<u>1</u>	<u>1</u>	<u>1</u>

## **Performance Objectives**

- Hire and retain a qualified, trained and motivated workforce committed to providing courteous and efficient public service.
- Control health insurance and worker's compensation costs through risk management, employee screening, safety training, safety inspections, accident investigations and promotion of employee wellness.

01 -GENERAL FUND  
DIVISION - 4 PERSONNEL

		(----- 2015-2016 -----) (----- 2016-2017 -----)						
		2013-2014	2014-2015	CURRENT	Y-T-D +	DEPARTMENT	CITY ADMIN.	COUNCIL
EXPENDITURES		ACTUAL	ACTUAL	BUDGET	ENCUMBERED	REQUESTED	RECOMMENDED	ADOPTED
01 HUMAN RESOURCES								
=====								
<u>1-PERSONNEL</u>								
5401-111	SALARIES	40,424	43,246	46,915	40,842	50,702	50,702	50,702
5401-121	RETIREMENT	6,211	6,501	6,875	5,980	7,417	7,417	7,417
5401-122	SOCIAL SECURITY	3,050	3,262	3,635	3,176	3,925	3,925	3,925
5401-123	WORKER'S COMPENSATION	86	99	164	150	183	183	183
5401-125	GROUP INSURANCE	6,435	6,367	6,640	5,458	7,544	7,544	7,544
TOTAL 1-PERSONNEL		56,206	59,475	64,229	55,605	69,771	69,771	69,771
<u>2-CONTRACTUAL</u>								
5401-211	POSTAGE	311	322	700	203	700	700	700
5401-212	COMMUNICATIONS	23	664	660	503	660	660	660
5401-213	PRINTING	200	211	150	382	150	150	150
5401-214	ADVERTISING & PUBLIC NOTIC	4,818	6,883	5,000	3,135	5,000	5,000	5,000
5401-215	EDUCATION & SCHOOLING	1,451	2,101	1,250	1,154	1,500	1,500	1,500
5401-224	INSURANCE	145	704	687	246	670	670	670
5401-252	DUES & SUBSCRIPTIONS	422	375	800	724	800	800	800
5401-253	OUTSIDE PROFESSIONAL	31,019	16,262	15,000	17,450	10,000	10,000	10,000
5401-254	SPECIAL SERVICES	4,531	11,502	15,725	16,643	18,000	18,000	18,000
5401-255	TUITION REIMBURSEMENT	1,800	1,631	500	400	500	500	500
5401-256	PERFORMANCE AWARDS	0	0	0	0	0	0	50,000
TOTAL 2-CONTRACTUAL		44,721	40,655	40,472	40,839	37,980	37,980	87,980
<u>3-GENERAL SERVICES</u>								
5401-313	BOOKS & EDUCATIONAL MATERI	0	0	200	0	200	200	200
5401-314	OFFICE SUPPLIES	827	1,101	1,000	1,770	1,000	1,000	1,000
5401-317	PHOTO & DUPLICATION	0	16	0	42	0	0	0
5401-333	COMPUTER SUPPLIES	0	0	0	0	200	200	200
TOTAL 3-GENERAL SERVICES		827	1,117	1,200	1,811	1,400	1,400	1,400
TOTAL 01 HUMAN RESOURCES		101,753	101,247	105,901	98,255	109,151	109,151	159,151
TOTAL 4 PERSONNEL		101,753	101,247	105,901	98,255	109,151	109,151	159,151
=====								

# Community Service Administration

General Fund

Community Services Division 55

Department 00

## Program Description

The Community Services Administration is primarily responsible for the day to day administration of all Community Services Programs including Recreation, Park maintenance, Cemeteries, Library, Senior Citizen Center, & Splashville Aquatic Center.

### Program Personnel

Title	2014-2015	2015-2016	2016-2017
Community Services Director	1	1	1
	1	1	1

### Performance Objectives

- Provide excellent leadership and foresight on all current and future park improvement projects.
- Adequately promote all recreation activities to all potential participants.
- Continue to provide excellent programs at minimum costs to the citizens.



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CITY OF STEPHENVILLE  
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01 -GENERAL FUND  
DIVISION - 5 COMMUNITY SERVICES

	2013-2014	2014-2015	(----- 2015-2016 -----)	(----- 2016-2017 -----)			
EXPENDITURES	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
00 COMMUNITY SVCS ADMIN							
=====							
<u>1-PERSONNEL</u>							
5500-111 SALARIES	0	66,902	85,937	70,736	87,789	87,789	87,789
5500-121 RETIREMENT	0	10,293	12,959	10,653	13,213	13,213	13,213
5500-122 SOCIAL SECURITY	0	4,594	6,850	5,702	6,991	6,991	6,991
5500-123 WORKER'S COMPENSATION	0	2,321	2,936	2,659	3,061	3,061	3,061
5500-125 GROUP INSURANCE	0	4,767	6,640	5,458	7,544	7,544	7,544
5500-126 CAR ALLOWANCE	0	2,970	3,600	2,880	3,600	3,600	3,600
TOTAL 1-PERSONNEL	0	91,847	118,922	98,086	122,198	122,198	122,198
<u>2-CONTRACTUAL</u>							
5500-211 POSTAGE	0	0	200	0	100	100	100
5500-212 COMMUNICATIONS	0	1,073	1,100	894	1,100	1,100	1,100
5500-215 EDUCATION AND TRAINING	0	2,060	6,500	4,744	3,500	3,500	3,500
5500-224 INSURANCE	0	0	70	4	175	175	175
5500-252 DUES AND SUBSCRIPTIONS	0	206	1,000	122	1,000	500	500
TOTAL 2-CONTRACTUAL	0	3,338	8,870	5,764	5,875	5,375	5,375
<u>3-GENERAL SERVICES</u>							
5500-314 OFFICE SUPPLIES	0	571	500	22	500	500	500
5500-316 WEARING APPEARAL	0	0	150	123	150	150	150
5500-317 PHOTO AND DUPLICATION	0	73	0	8	100	100	100
5500-332 OPERATING SUPPLIES	0	2,243	2,250	1,830	2,250	2,250	2,250
5500-333 COMPUTER SUPPLIES	0	571	300	0	300	300	300
TOTAL 3-GENERAL SERVICES	0	3,457	3,200	1,982	3,300	3,300	3,300
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
TOTAL 00 COMMUNITY SVCS ADMIN	0	98,643	130,992	105,832	131,373	130,873	130,873

# Recreation Administration

General Fund

Community Services Division 55

Department 01

## Program Description

The Recreation Department is primarily responsible for seeing that each and every resident of the City has the opportunity and the means by which to use their leisure time to its fullest potential. This responsibility is met by professional supervisors and employees offering a broad range of teams and individual activities on both a high and low organizational level. Residents have the opportunity to participate in any type of leisure activities from cultural to physical. The opportunity is also available for simple aesthetic enjoyment, whether it is the use of our outdoor facilities or viewing a sampling of regional arts and crafts offered from time to time.

<b><u>Program Personnel</u></b>			
<b>Title</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>
Recreation Superintendent	1	1	1
Recreation Supervisor	1	1	1
Recreation Clerk	1	1	1
Aquatics Manager	0	1	1
	<u>3</u>	<u>4</u>	<u>4</u>

## **Performance Objectives**

- Maintain high level of participation by citizens in all recreation activities.
- Adequately promote all recreation activities to all potential participants.
- Continue to provide excellent programs at minimum costs to the citizens.

01 -GENERAL FUND  
DIVISION - 5 COMMUNITY SERVICES

EXPENDITURES	(----- 2015-2016 -----) (----- 2016-2017 -----)						
	2013-2014 ACTUAL	2014-2015 ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<b>01 PARKS &amp; RECREATION ADM</b>							
=====							
<u>1-PERSONNEL</u>							
5501-111 SALARIES	209,221	104,526	117,645	105,119	142,352	142,352	142,352
5501-112 OVERTIME	0	0	0	219	0	0	0
5501-113 PART-TIME WAGES	80,818	82,313	110,000	83,297	110,000	110,000	110,000
5501-115 INCENTIVE PAY	0	0	0	250	360	360	360
5501-121 RETIREMENT	32,126	15,493	15,579	15,234	20,633	20,633	20,633
5501-122 SOCIAL SECURITY	21,959	14,168	16,650	14,679	19,332	19,332	19,332
5501-123 WORKER'S COMPENSATION	6,934	4,878	7,138	6,414	8,464	8,464	8,464
5501-125 GROUP INSURANCE	29,441	19,371	19,920	19,207	30,176	30,176	30,176
TOTAL 1-PERSONNEL	380,497	240,748	286,932	244,419	331,317	331,317	331,317
<u>2-CONTRACTUAL</u>							
5501-211 POSTAGE	2,000	2,200	2,000	873	2,000	2,000	2,000
5501-212 COMMUNICATIONS	1,895	1,289	1,500	1,233	2,000	2,000	2,000
5501-214 ADVERTISING & PUBLIC NOTIC	2,351	6,880	7,500	6,234	7,500	7,500	7,500
5501-215 EDUCATION & SCHOOLING	5,138	3,554	4,500	2,197	6,100	6,100	6,100
5501-224 INSURANCE	921	950	1,100	813	900	900	900
5501-231 RENTAL	6,854	6,852	6,000	9,161	6,000	6,000	6,000
5501-251 UTILITIES	129,321	36,591	45,000	15,741	45,000	40,000	40,000
5501-252 DUES & SUBSCRIPTIONS	1,564	402	500	200	500	500	500
5501-254 SPECIAL SERVICES	0	0	0	249	0	0	0
5501-255 DAMAGE CLAIMS	13,400	16,725	0	0	0	0	0
5501-260 PEST & GERM CONTROL	684	213	250	160	250	250	250
5501-261 CONTRACT SVC.-OTHER	4,359	1,944	5,000	1,360	5,000	3,500	3,500
5501-261.000A CONTRACT SVC.-ADULT	1,348	396	0	0	0	0	0
5501-264 SPECIAL EVENTS	31,926	44,069	32,000	37,779	32,000	32,000	32,000
TOTAL 2-CONTRACTUAL	201,762	122,064	105,350	75,999	107,250	100,750	100,750
<u>3-GENERAL SERVICES</u>							
5501-313.000A REC. SUPPLIES-ADULT	14,766	17,475	14,000	12,769	16,000	16,000	16,000
5501-313.000Y REC. SUPPLIES-YOUTH	63,285	62,298	50,000	49,812	50,000	50,000	50,000
5501-314 OFFICE SUPPLIES	2,478	1,706	2,500	2,162	2,500	2,500	2,500
5501-315 CONCESSION SUPPLIES	0	0	0	11,987	5,000	5,000	5,000
5501-317 PHOTO & DUPLICATION	1,058	1,045	500	1,129	750	750	750
5501-321 JANITORIAL SUPPLIES	0	1,126	1,000	1,560	2,000	2,000	2,000
5501-333 COMPUTER SUPPLIES	5,956	0	1,500	1,701	1,500	1,500	1,500
TOTAL 3-GENERAL SERVICES	87,544	83,651	69,500	81,120	77,750	77,750	77,750
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5501-413 OFFICE EQUIPMENT	0	0	3,300	3,168	2,000	2,000	2,000
5501-416 COMPUTER MAINTENANCE	3,146	2,719	2,500	5,725	2,500	2,500	2,500
5501-421 BUILDING MAINTENANCE	1,118	7,344	4,500	2,103	15,000	15,000	15,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	4,264	10,063	10,300	10,996	19,500	19,500	19,500
<u>5-CAPITAL OUTLAY</u>							
5501-512 MACHINERY & EQUIPMENT	0	0	6,000	5,511	0	0	0
5501-514 RECREATION EQUIPMENT	0	0	19,950	19,932	0	0	0
TOTAL 5-CAPITAL OUTLAY	0	0	25,950	25,443	0	0	0
TOTAL 01 PARKS & RECREATION ADM	674,067	456,526	498,032	437,977	535,817	529,317	529,317

# Park Maintenance

General Fund

Community Services Division 55

Department 02

## Program Description

Park Maintenance is primarily responsible for maintaining all the City's public facilities whether it is indoors or outdoors. It is responsible for assuring that all of these facilities continue to reflect both beauty and heritage of the City of Stephenville, while remaining safe and usable by all citizens and visitors alike.

### Program Personnel

Title	2014-2015	2015-2016	2016-2017
Parks & Cemeteries Superintendent	1	1	1
Property Supervisor	1	1	1
Park Maintenance	3	3	3
Maintenance Person (2 PT)	1	1	1
	<u>6</u>	<u>6</u>	<u>6</u>

### Performance Objectives

- Maintain highly qualified, trained personnel to adequately maintain City's indoor and outdoor park and recreation facilities.
- Keep all park facilities maintained in a manner where all citizens will be proud at any time of the year.
- Keep all park facilities clean year round.
- Provide maintenance assistance to all participants in park and recreation activities.

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(----- 2015-2016 -----) (----- 2016-2017 -----)								
EXPENDITURES	2013-2014 ACTUAL	2014-2015 ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED	
<b>02 PARK MAINTENANCE</b>								
=====								
<b>1-PERSONNEL</b>								
5502-111 SALARIES	191,652	200,210	200,640	165,724	201,048	201,048	201,048	
5502-112 OVERTIME	103	0	5,000	4,011	5,000	5,000	5,000	
5502-113 PART-TIME WAGES	74,969	57,531	67,500	50,423	25,000	25,000	25,000	
5502-114 INCENTIVE PAY	1,084	2,584	1,080	2,764	1,080	1,080	1,080	
5502-115 MAINTENANCE REIMBURSEMENT(	18,000)	( 33,000)	( 33,000)	( 17,100)	( 25,800)	( 25,800)	( 25,800)	
5502-121 RETIREMENT	29,732	30,154	29,919	25,034	29,947	29,947	29,947	
5502-122 SOCIAL SECURITY	20,370	19,708	20,404	17,591	17,758	17,758	17,758	
5502-123 WORKER'S COMPENSATION	5,805	6,172	8,747	7,860	7,773	7,773	7,773	
5502-125 GROUP INSURANCE	32,117	31,837	33,200	26,786	37,720	37,720	37,720	
TOTAL 1-PERSONNEL	337,832	315,196	333,490	283,092	299,526	299,526	299,526	
<b>2-CONTRACTUAL</b>								
5502-212 COMMUNICATIONS	1,700	1,358	1,800	894	1,120	1,120	1,120	
5502-215 EDUCATION & SCHOOLING	615	197	2,500	1,792	2,500	1,500	1,500	
5502-224 OTHER INSURANCE	8,270	7,742	8,025	7,960	7,900	7,900	7,900	
5502-231 EQUIPMENT RENTAL	2,904	1,072	0	521	1,000	1,000	1,000	
5502-251 UTILITIES	81	89,139	65,000	69,982	65,000	65,000	65,000	
5502-253 PROFESSIONAL SERVICES	5,413	3,873	18,000	35,739	30,000	30,000	30,000	
5502-254 SPECIAL SERVICES	190	96	200	12	200	200	20,200	
5502-255.000H HAIL DAMAGE CLAIMS	0	103,725	0	500	0	0	0	
5502-260 PEST CONTROL	0	426	300	320	300	300	300	
TOTAL 2-CONTRACTUAL	19,172	207,630	95,825	117,719	108,020	107,020	127,020	
<b>3-GENERAL SERVICES</b>								
5502-311 AGRICUTURAL & CHEMICAL	8,859	7,491	9,000	9,675	11,000	11,000	11,000	
5502-316 WEARING APPAREL	1,795	1,760	1,750	1,811	1,750	1,750	1,750	
5502-318 SMALL TOOLS	2,175	1,358	2,000	978	1,500	1,500	1,500	
5502-321 JANITORIAL SUPPLIES	5,281	4,594	3,000	3,977	3,500	3,500	3,500	
5502-323 GAS & OIL	18,842	13,430	21,000	7,520	21,000	16,000	16,000	
5502-332 OPERATING SUPPLIES	2,619	402	2,500	1,454	2,500	2,500	2,500	
TOTAL 3-GENERAL SERVICES	39,570	29,036	39,250	25,416	41,250	36,250	36,250	
<b>4-MACHINE &amp; EQUIPMENT MAINTENA</b>								
5502-411 VEHICLE MAINTENANCE	105	560	1,500	21	1,500	1,500	1,500	
5502-411.0006 '05 3/4 CHEVY PICK-UP	0	35	300	35	300	300	300	
5502-411.0093 2003 CHEVY 3/4 PICK UP	15	15	300	15	300	300	300	
5502-411.0100 2006 CHEVY 3/4 PICKUP	8	40	300	15	300	300	300	
5502-411.0101 2007 CHEVY SILVERADO 1/2 T	5	793	300	0	300	300	300	
5502-411.0102 2008 CHEVY 3/4 TON P/UP	174	65	300	16	300	300	300	
5502-411.0103 09 FORD F-250 3/4 TON PICK	463	292	300	72	300	300	300	
5502-411.0105 2012 FORD 1/2 TON	107	800	300	15	300	300	300	
5502-411.0106 2013 FORD F-250 3/4 TON	44	66	300	345	300	300	300	
5502-412 MACHINERY MAINTENANCE	733	1,828	1,500	268	1,500	1,500	1,500	
5502-412.0007 MOWERS	1,851	3,034	2,500	2,030	2,500	2,500	2,500	
5502-412.0013 UTILITY VEHICLES (3)	0	0	500	0	500	500	500	
5502-412.0104 JOHN DEERE TX TURF GATOR (	45	45	500	0	500	500	500	
5502-414 OTHER EQUIPMENT MAINTENANC	756	1,117	1,000	1,027	1,000	1,000	1,000	
5502-421 BUILDING MAINTENANCE	8,307	1,357	7,500	4,022	7,500	5,000	5,000	
5502-425 BOSQUE RIVER TRAIL MAINTEN	69	5,797	0	546	3,000	2,500	2,500	
5502-426 LIGHT SYSTEM MAINTENANCE	3,249	2,850	3,000	12,273	6,000	6,000	6,000	
5502-427 PARK MAINTENANCE	59,612	82,604	58,000	54,448	95,000	95,000	95,000	
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	75,542	101,296	78,400	75,146	121,400	118,400	118,400	
<b>5-CAPITAL OUTLAY</b>								
5502-514 OTHER EQUIPMENT	0	15,395	0	182	0	0	0	
5502-527 PARK IMPROVEMENTS	0	179,720	50,000	222,052	0	0	0	
TOTAL 5-CAPITAL OUTLAY	0	195,115	50,000	222,233	0	0	0	
TOTAL 02 PARK MAINTENANCE	472,117	848,272	596,965	723,607	570,196	561,196	581,196	

# Cemeteries

General Fund

Community Services Division 55

Department 03

## Program Description

The primary responsibility of the Cemetery Department is to insure that each of the City-owned cemeteries are maintained at a level which shows the greatest amount of understanding and respect to the citizens of Stephenville. The Cemetery Department's personnel are responsible for selling and keeping records on all cemetery lots.

### Program Personnel

Title	2014-2015	2015-2016	2016-2017
Cemetery Property Supervisor	1	1	1
Cemetery Maintenance	1.5	1.5	1.5
	<u>2.5</u>	<u>2.5</u>	<u>2.5</u>

### Performance Objectives

- Maintain the cemeteries in the most professional and understanding manner possible.
- Provide excellent customer service for persons needing cemetery services.
- Provide adequate schedule for year round maintenance of cemeteries.
- Provide excellent record keeping services for current and potential owners of burial plots

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DIVISION - 5 COMMUNITY SERVICES

EXPENDITURES	2013-2014	2014-2015	(----- 2015-2016 -----)		2016-2017 -----		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
03 CEMETERIES							
=====							
1-PERSONNEL							
5503-111	SALARIES	73,897	78,988	78,698	56,472	70,550	70,550
5503-112	OVERTIME	0	0	0	43	0	0
5503-113	PART-TIME WAGES	10,572	8,795	12,500	8,284	12,500	12,500
5503-115	SALARY SAVINGS	0	0	( 25,000)	0	0	0
5503-121	RETIREMENT	11,458	11,806	11,390	8,257	10,200	10,200
5503-122	SOCIAL SECURITY	6,485	6,762	6,977	5,172	6,353	6,353
5503-123	WORKER'S COMPENSATION	2,870	3,098	4,916	4,418	4,571	4,571
5503-125	GROUP INSURANCE	12,847	12,735	13,280	10,915	15,088	15,088
TOTAL 1-PERSONNEL		118,129	122,183	102,761	93,562	119,262	119,262
2-CONTRACTUAL							
5503-212	COMMUNICATIONS	1,068	1,109	1,100	927	1,100	1,100
5503-224	INSURANCE	778	1,362	1,581	1,555	1,520	1,520
5503-231	RENTAL	90	90	90	90	90	90
5503-251	UTILITIES	4,929	5,074	5,000	2,986	5,000	5,000
TOTAL 2-CONTRACTUAL		6,865	7,635	7,771	5,558	7,710	7,710
3-GENERAL SERVICES							
5503-316	WEARING APPAREL	526	592	700	571	700	700
5503-318	SMALL TOOLS	712	437	750	47	750	750
5503-323	GAS & OIL	3,510	2,765	3,500	1,839	3,500	3,500
5503-332	OPERATING SUPPLIES	804	1,420	1,250	676	1,250	1,250
TOTAL 3-GENERAL SERVICES		5,553	5,214	6,200	3,133	6,200	6,200
4-MACHINE & EQUIPMENT MAINTENA							
5503-411	VEHICLE MAINTENANCE	0	0	0	54	0	0
5503-411.0008	2002 NH T-40 TRACTOR	0	0	650	0	650	650
5503-411.0115	2009 FORD F-150 1/2 TON PI	98	103	0	55	0	0
5503-411.0116	2014 FORD F-250 3/4 TON TR	197	44	0	51	0	0
5503-412	2007 SCAG MOWER	562	334	450	91	450	450
5503-414	EQUIPMENT MAINTENANCE	551	648	1,000	1,172	1,000	1,000
5503-421	BUILDING MAINTENANCE	17	165	500	128	500	500
5503-425	CEMETERY MAINTENANCE	1,821	16,519	7,500	4,463	30,000	30,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA		3,245	17,813	10,100	6,014	32,600	32,600
5-CAPITAL OUTLAY							
5503-511	VEHICLES	22,638	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY		22,638	0	0	0	0	0
-----							
TOTAL 03 CEMETERIES		156,430	152,846	126,832	108,267	165,772	165,772

# Library

General Fund

Community Services Division 55

Department 04

## Program Description

The Stephenville Public Library's main responsibilities are to assemble, preserve and organize a collection of books and other library material for the use of the public. Organize and maintain a card catalog to make library resources available to the public, to provide a place for the use of these materials and to serve as a center for reliable information. Continue to offer an array of services including reference assistance, interlibrary loans, word processing, Internet access, and programming for adults, young adults and for children.

<u>Program Personnel</u>			
Title	2014-2015	2015-2016	2106-2017
Librarian	1	1	1
Library Clerk	2.5	2.5	2.5
	3.5	3.5	3.5

## Performance Objectives

- Provide open and equal access to information.
- Develop on-going communication and partnerships with other non-profit organizations in the community.
- Create opportunities for life-long learning.
- Encourage a love of reading.
- Provide excellent customer service to users of the library.
- Provide a safe, clean and healthful environment for employees and citizens.
- Prolong the useful life of major building components of the Municipal Library.



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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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DIVISION - 5 COMMUNITY SERVICES

		2013-2014		2014-2015		2015-2016		2016-2017	
		ACTUAL		ACTUAL		CURRENT BUDGET		CITY ADMIN. RECOMMENDED	
EXPENDITURES						Y-T-D + ENCUMBERED		COUNCIL ADOPTED	
DEPARTMENT REQUESTED									
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# Streets

General Fund

Community Services Division 55

Department 05

## Program Description

The Street Department manages, maintains and repairs City streets, sidewalk, drainage ways and rights-of-way. The services provided are concrete work, patching, street cleaning, tree cutting, ditch cleaning, blade work and other street maintenance. Responsibilities include traffic control, emergency response operations, special events and assistance in code enforcement. Daily, the department inspects roadway for sign repair, pavements management and sight obstructions.

Program Personnel			
Title	2014-2015	2015-2016	2016-2017
Street Superintendent	1	1	1
Crew Leader	1	1	1
Heavy Equipment Operator	3	3	3
Street Maintenance	2.5	2.5	2.5
	<u>7.5</u>	<u>7.5</u>	<u>7.5</u>

## Performance Objectives

- Protect the investment in the public transportation system through preventative maintenance and on-going rehabilitation of streets and sidewalks.
- Blade roads in best way that can be achieved.
- Sweep as many streets as possible.
- Patch potholes in a manner that they remain in place longer.
- Handle pothole complaints in a timely manner.

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		(----- 2015-2016 -----) (----- 2016-2017 -----)						
EXPENDITURES	2013-2014 ACTUAL	2014-2015 ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED	
<u>05 STREET MAINTENANCE</u>								
=====								
<u>1-PERSONNEL</u>								
5505-111 SALARIES	273,593	282,652	282,193	234,859	287,418	287,418	287,418	
5505-112 OVERTIME	141	0	5,000	0	5,000	5,000	5,000	
5505-114 ON CALL PAY	5,220	5,220	5,200	4,240	5,200	5,200	5,200	
5505-121 RETIREMENT	42,964	42,767	42,318	34,657	43,030	43,030	43,030	
5505-122 SOCIAL SECURITY	21,150	21,823	22,368	18,824	22,768	22,768	22,768	
5505-123 WORKER'S COMPENSATION	14,738	15,378	24,007	21,573	24,951	24,951	24,951	
5505-125 GROUP INSURANCE	44,964	44,572	46,479	38,203	52,807	52,807	52,807	
TOTAL 1-PERSONNEL	402,771	412,410	427,565	352,356	441,174	441,174	441,174	
<u>2-CONTRACTUAL</u>								
5505-211 POSTAGE	2	0	100	43	100	100	100	
5505-212 COMMUNICATIONS	1,146	1,609	1,500	1,043	1,500	1,500	1,500	
5505-214 ADVERTISING	264	0	500	1,071	500	500	500	
5505-215 TRAINING & EDUCATION	558	79	500	41	500	500	500	
5505-224 INSURANCE	7,691	7,802	9,602	9,511	9,650	9,650	9,650	
5505-231 RENTAL	7,268	7,233	6,000	7,647	6,000	6,000	6,000	
5505-251 UTILITIES	197,881	198,341	200,000	119,625	200,000	200,000	200,000	
5505-253 OUTSIDE PROFESSIONALS	20,440	16,520	125,000	4,227	25,000	25,000	25,000	
5505-254 SPECIAL SERVICES	0	0	90,000	70,100	0	0	0	
5505-261 OTHER CONTRACTUAL SERVICES	0	12,466	52,500	2,060	52,500	52,500	52,500	
TOTAL 2-CONTRACTUAL	235,250	244,050	485,702	215,368	295,750	295,750	295,750	
<u>3-GENERAL SERVICES</u>								
5505-312 CHEMICALS	62	0	2,500	2,500	2,500	2,500	2,500	
5505-314 OFFICE SUPPLIES	1,527	26	200	0	200	200	200	
5505-316 WEARING APPAREL	2,672	2,792	3,150	2,424	3,150	3,150	3,150	
5505-318 SMALL TOOLS	5,452	2,004	2,000	484	2,000	2,000	2,000	
5505-322 STREET SIGNS & MARKINGS	27,201	13,538	10,000	14,133	10,000	10,000	10,000	
5505-323 GAS & OIL	25,480	17,964	22,050	10,273	25,000	20,000	20,000	
5505-332 OPERATING SUPPLIES	3,327	1,759	2,500	640	2,500	2,500	2,500	
TOTAL 3-GENERAL SERVICES	65,721	38,083	42,400	30,455	45,350	40,350	40,350	
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>								
5505-411 VEHICLE MAINTENANCE	1,139	2,607	2,000	468	5,000	5,000	5,000	
5505-411.0009 2005 CHEVY DUMP TRUCK	0	0	300	185	300	300	300	
5505-411.0013 1999 CHEVY PICKUP	0	0	300	0	300	300	300	
5505-411.0025 1995 CHEV DUMP TRUCK	0	0	300	0	300	300	300	
5505-411.0026 2002 DODGE PICKUP	0	0	300	0	300	300	300	
5505-411.0027 1992 CHEV DUMP TRUCK	0	0	300	445	300	300	300	
5505-411.0029 1999 CHEVROLET DUMPTRUCK	0	0	0	149	0	0	0	
5505-411.0120 2006 CHEVY 1/2 PICKUP	40	55	300	0	0	0	0	
5505-411.0121 2008 CHEVY DUMPTRUCK	0	0	500	124	500	500	500	
5505-411.0122 2007 ASPHALT ZIPPER	0	932	1,000	261	1,000	1,000	1,000	
5505-411.0123 09 FORD F-150 1/2 TON PICK	55	95	300	82	0	0	0	
5505-411.0124 2011 FORD F250 PICK UP	44	102	300	135	300	300	300	
5505-411.0125 2013 FORD F-150 1/2 TON	52	51	0	327	0	0	0	
5505-411.0126 2015 DODGE RAM QUAD CAB	0	44	0	103	0	0	0	
5505-411.0223 2011 F-750 WATER TRUCK	0	0	0	877	0	0	0	
5505-412 MACHINERY MAINTENANCE	7,268	7,196	5,500	3,635	5,500	5,500	5,500	
5505-412.0002 1998 CATERPILLAR LOADER	0	133	1,000	109	1,000	1,000	1,000	
5505-412.0053 2000 CAT 120 H GRADER	0	0	1,000	139	1,000	1,000	1,000	
5505-412.0054 2004 INGERSOL COMPACT ROLL	0	0	0	191	0	0	0	
5505-412.0058 2000 LEEBOY ASPHALT PAVER	0	317	0	0	0	0	0	
5505-412.0101 2006 POWER BROOM	0	92	350	0	350	350	350	
5505-412.0220 2007 CATERPILLAR 924G FRON	0	0	0	100	0	0	0	
5505-412.0224 2004 CASE BACKHOE 580M	0	0	0	99	0	0	0	
5505-414 OTHER EQUIPMENT MAINTENANC	3,983	397	1,000	537	1,000	1,000	1,000	
5505-422 RIGHT OF WAY MAINTENANCE	40,743	255,005	240,000	239,959	200,000	200,000	200,000	
5505-423 STREET CUTS	22,940	6,524	30,000	17,392	30,000	30,000	30,000	
5505-425 BRIDGE MAINTENANCEW	0	0	0	0	20,000	20,000	20,000	
5505-426 LIGHT SYSTEM MAINTENANCE	0	0	0	119,687	0	0	0	
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	76,264	273,548	284,750	385,004	267,150	267,150	267,150	
<u>5-CAPITAL OUTLAY</u>								
5505-511 VEHICLES	74,624	20,893	108,000	94,487	0	0	0	
5505-525 STREETS	0	11,170	1,338,000	374,455	0	0	750,000	
TOTAL 5-CAPITAL OUTLAY	74,624	32,063	1,446,000	468,942	0	0	750,000	
TOTAL 05 STREET MAINTENANCE	854,630	1,000,155	2,686,417	1,486,078	1,049,424	1,044,424	1,794,424	

# Senior Citizens

General Fund

Community Services Division 55

Department 06

## Program Description

The Senior Citizen Department is responsible for seeing that each and every senior citizen resident of Stephenville has the opportunity and the means by which to use their leisure time to its fullest potential. Provide the opportunity for reaction programs, congregate meals, transportation and leisure activities from cultural to physical.

<u>Program Personnel</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>
Title			
Senior Citizens Facility Manager	1	1	1
Senior Citizen's Assistant	.5	.5	.5
	<u>1.5</u>	<u>1.5</u>	<u>1.5</u>

## Performance Objectives

- Provide highly-trained, qualified personnel to adequately manage the senior citizen programs.
- Provide interesting and educational programs.
- Provide a safe, clean and healthful environment for employees and citizens.
- Prolong the useful life of major building components of Senior Citizens Center.

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CITY OF STEPHENVILLE  
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01 -GENERAL FUND  
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EXPENDITURES	((----- 2015-2016 -----)) ((----- 2016-2017 -----))						
	2013-2014 ACTUAL	2014-2015 ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>06 SENIOR CITIZENS</u>							
=====							
<u>1-PERSONNEL</u>							
5506-111 SALARIES	35,005	37,131	38,065	30,283	37,528	37,528	37,528
5506-112 OVERTIME	86	0	0	0	0	0	0
5506-113 PART-TIME WAGES	16,913	17,394	16,000	17,525	16,000	16,000	16,000
5506-121 RETIREMENT	5,379	5,503	5,509	4,382	5,426	5,426	5,426
5506-122 SOCIAL SECURITY	3,345	3,759	4,136	3,541	4,095	4,095	4,095
5506-123 WORKER'S COMPENSATION	1,002	1,110	1,773	1,598	1,792	1,792	1,792
5506-125 GROUP INSURANCE	6,479	6,367	6,640	5,458	7,544	7,544	7,544
TOTAL 1-PERSONNEL	68,207	71,265	72,123	62,783	72,385	72,385	72,385
<u>2-CONTRACTUAL</u>							
5506-211 POSTAGE	1,753	1,280	2,000	973	2,000	2,000	2,000
5506-212 COMMUNICATIONS	677	760	780	731	780	780	780
5506-214 ADVERTISING & PUBLIC NOTIC	3,318	3,983	3,500	408	2,000	2,000	2,000
5506-215 EDUCATION & SCHOOLING	0	0	200	0	200	200	200
5506-224 INSURANCE	1,136	1,174	1,224	1,199	1,155	1,155	1,155
5506-231 RENTAL	1,639	1,639	1,600	1,314	1,600	1,600	1,600
5506-251 UTILITIES	10,235	9,695	10,000	4,996	10,000	10,000	10,000
5506-252 DUES & SUBSCRIPTIONS	125	131	100	45	100	100	100
5506-253 OUTSIDE PROFESSIONALS	14,245	14,970	7,200	4,560	7,200	7,200	7,200
5506-254 SPECIAL SERVICES	831	248	300	390	300	300	300
5506-260 PEST & GERM CONTROL	483	468	500	415	500	500	500
5506-261 CONTRACT SERVICES	3,960	5,314	4,000	5,345	4,000	4,000	4,000
TOTAL 2-CONTRACTUAL	38,402	39,661	31,404	20,376	29,835	29,835	29,835
<u>3-GENERAL SERVICES</u>							
5506-313 RECREATION SUPPLIES	6,484	7,386	2,000	1,517	2,000	2,000	2,000
5506-314 OFFICE SUPPLIES	537	565	750	361	750	750	750
5506-317 PHOTO & DUPLICATION	945	725	500	332	500	500	500
5506-321 JANITORIAL SUPPLIES	1,885	1,370	1,500	783	1,500	1,500	1,500
5506-332 OPERATING SUPPLIES	6,484	5,613	4,000	3,598	4,000	4,000	4,000
5506-333 COMPUTER SUPPLIES	249	287	0	94	1,000	1,000	1,000
TOTAL 3-GENERAL SERVICES	16,584	15,946	8,750	6,686	9,750	9,750	9,750
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5506-413 OFFICE EQUIPMENT MAINTENAN	145	769	500	84	500	500	500
5506-414 OTHER EQUIPMENT MAINTENANC	186	1,919	500	10	500	500	500
5506-421 BUILDING MAINTENANCE	5,698	6,819	2,500	1,877	2,500	2,500	2,500
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	6,029	9,507	3,500	1,970	3,500	3,500	3,500
<u>5-CAPITAL OUTLAY</u>							
5506-525 OTHER CONSTRUCTION	0	39,830	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	0	39,830	0	0	0	0	0
TOTAL 06 SENIOR CITIZENS	129,223	176,209	115,777	91,815	115,470	115,470	115,470

# Splashville Aquatic Center

General Fund

Community Services Division 55

Department 07

## Program Description

The Splashville Aquatic Center is responsible for providing a variety of water related recreational activities for the citizens of Stephenville. Programs and activities include swim lessons, swim team, water aerobics, birthday celebrations, special events and corporate gatherings.

### Performance Objectives

- Provide highly-trained, qualified personnel to adequately manage the Splashville Aquatic Complex.
- Continually provide and evaluate a variety of programming.
- Provide a safe, clean and fun environment for citizens and visitors.
- Extend and protect the life of the facility.

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EXPENDITURES	2013-2014 ACTUAL	2014-2015 ACTUAL	(----- 2015-2016 -----)		DEPARTMENT REQUESTED	2016-2017 -----)		
			CURRENT BUDGET	Y-T-D + ENCUMBERED		CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED	
07 AQUATIC CENTER								
=====								
1-PERSONNEL								
5507-113	PART-TIME WAGES	82,329	94,566	95,000	78,301	95,000	95,000	95,000
5507-115	SALARY SAVINGS	0	0	( 30,000)	0	0	0	0
5507-122	SOCIAL SECURITY	6,301	7,235	8,033	5,990	7,268	7,268	7,268
5507-123	WORKERS COMPENSATION	2,166	2,194	3,444	3,094	3,181	3,181	3,181
TOTAL 1-PERSONNEL		90,796	103,995	76,477	87,386	105,449	105,449	105,449
2-CONTRACTUAL								
5507-211	POSTAGE	16	268	250	0	250	250	250
5507-212	COMMUNICATIONS	1,807	1,891	2,000	1,861	2,000	2,000	2,000
5507-214	ADVERTISING AND PUBLIC NOT	225	2,115	1,000	0	1,000	1,000	1,000
5507-215	EDUCATION AND SCHOOLING	540	1,497	250	2,836	1,750	1,750	1,750
5507-224	INSURANCE	2,555	2,641	2,673	2,685	2,750	2,750	2,750
5507-251	UTILITIES	45,635	33,347	42,500	18,682	40,000	40,000	40,000
5507-254	SPECIAL SERVICES	220	0	0	0	0	0	0
5507-260	PEST AND GERM CONTROL	228	213	250	160	250	250	250
5507-264	SPECIAL EVENTS	304	52	0	0	0	0	0
TOTAL 2-CONTRACTUAL		51,531	42,024	48,923	26,224	48,000	48,000	48,000
3-GENERAL SERVICES								
5507-312	CHEMICALS AND POOL SUPPLIE	10,892	9,787	10,000	12,121	10,000	10,000	10,000
5507-313	AQUATIC SUPPLIES	378	931	1,000	2,309	1,500	1,500	1,500
5507-315	CONCESSION SUPPLIES	0	0	0	9,269	5,000	5,000	5,000
5507-316	WEARING APPAREL	1,152	1,886	0	1,890	1,750	1,750	1,750
5507-321	JANITORIAL SUPPLIES	639	989	1,000	648	1,000	1,000	1,000
5507-332	OPERATING SUPPLIES	1,515	3,193	2,000	( 2,269)	2,000	2,000	2,000
TOTAL 3-GENERAL SERVICES		14,575	16,786	14,000	23,969	21,250	21,250	21,250
4-MACHINE & EQUIPMENT MAINTENA								
5507-413	OFFICE EQUIPMENT MAINTENAN	0	600	500	0	500	500	500
5507-414	OTHER EQUIPMENT MAINTENANC	1,196	656	1,000	0	1,000	1,000	1,000
5507-416	COMPUTER MAINTENANCE	3,637	1,548	2,500	0	2,000	2,000	2,000
5507-421	BUILDING MAINTENANCE	235	3,132	1,000	1,383	1,000	1,000	1,000
5507-425	SWIMMING POOL MAINTENANCE	3,840	11,506	7,500	3,888	7,500	7,500	7,500
TOTAL 4-MACHINE & EQUIPMENT MAINTENA		8,908	17,443	12,500	5,271	12,000	12,000	12,000
5-CAPITAL OUTLAY								
-----								
TOTAL 07 AQUATIC CENTER		165,809	180,247	151,900	142,850	186,699	186,699	186,699
-----								
TOTAL 5 COMMUNITY SERVICES		2,673,077	3,170,508	4,531,037	3,291,403	2,988,586	2,966,586	3,736,586

# Fire Administration

General Fund

Fire Division 56

Department 01

## Program Description

The Fire Administration Department is responsible for management of all fire division activities and policies, plan for the future, evaluate performance, develop and administer budgets, maintain records and files, counsel and resolve conflicts, represent fire personnel to the City leaders and represent City leaders to the fire personnel.

### Program Personnel

Title	2014-2015	2015-2016	2016-2017
Fire Chief	1	1	1
Fire Training Officer	1	1	1
Administrative Assistant	1	1	1
	<u>3</u>	<u>3</u>	<u>3</u>

### Performance Objectives

- Ensure readiness of the department to respond to emergencies.
- Ensure all laws and rules which involve the City and departments are maintained.
- Provide efficient and effective management of Fire Services.
- Provide a safe, clean and healthful environment for employees and citizens.
- Prolong the useful life of major building components of Fire Stations # 1 and # 2.



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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2016

PAGE:

01 -GENERAL FUND  
DIVISION - 6 FIRE DEPARTMENT

EXPENDITURES	((----- 2015-2016 -----)) ((----- 2016-2017 -----))						
	2013-2014 ACTUAL	2014-2015 ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>01 FIRE ADMINISTRATION</u>							
=====							
<u>1-PERSONNEL</u>							
5601-111 SALARIES	139,373	166,842	185,043	150,873	187,077	187,077	187,077
5601-112 OVERTIME	0	90	0	0	0	0	0
5601-113 PART TIME WAGES	1,527	1,379	2,000	1,512	2,600	2,600	2,600
5601-115 INCENTIVE PAY	4,096	4,096	4,080	3,327	4,080	4,080	4,080
5601-121 RETIREMENT	22,043	25,863	27,895	22,731	28,158	28,158	28,158
5601-122 SOCIAL SECURITY	10,967	13,217	14,896	12,440	15,098	15,098	15,098
5601-123 WORKER'S COMPENSATION	2,227	2,427	4,110	3,690	4,236	4,236	4,236
5601-125 GROUP INSURANCE	12,885	16,031	19,920	16,373	22,632	22,632	22,632
5601-126 CAR ALLOWANCE	0	3,720	3,600	2,880	3,600	3,600	3,600
TOTAL 1-PERSONNEL	193,118	233,666	261,544	213,826	267,481	267,481	267,481
<u>2-CONTRACTUAL</u>							
5601-211 POSTAGE	432	107	250	121	250	250	250
5601-212 COMMUNICATIONS	2,120	2,136	2,000	3,275	2,000	2,000	2,000
5601-215 TRAINING & EDUCATION	4,269	4,161	4,000	3,218	4,000	4,000	4,000
5601-224 INSURANCE	4,021	4,100	3,618	3,592	3,420	3,420	3,420
5601-231 RENTAL	3,091	3,091	3,096	1,965	3,096	3,096	3,096
5601-251 UTILITIES	22,201	21,061	15,600	16,210	19,000	19,000	19,000
5601-252 DUES & SUBSCRIPTIONS	1,064	404	850	664	850	850	850
5601-253 OUTSIDE PROFESSIONALS	360	373	200	3,984	200	200	200
5601-254 SPECIAL SERVICES	13,430	6,032	6,000	3,923	6,000	6,000	6,000
5601-255 DAMAGE CLAIMS	0	0	0	2,330	0	0	0
5601-258 STATE FEES	64	0	310	0	310	310	310
5601-260 PEST CONTROL	456	426	560	320	560	560	560
5601-262 JANITORIAL SERVICE	0	5	0	0	0	0	0
TOTAL 2-CONTRACTUAL	51,509	41,897	36,484	39,601	39,686	39,686	39,686
<u>3-GENERAL SERVICES</u>							
5601-314 OFFICE SUPPLIES	0	0	1,000	724	1,000	1,000	1,000
5601-316 WEARING APPAREL	22	561	800	820	800	800	800
5601-317 PHOTO & DUPLICATION	270	281	0	252	0	0	0
5601-321 JANITORIAL SUPPLIES	6,482	3,149	3,000	3,488	4,000	4,000	4,000
5601-323 GAS & OIL	0	606	0	973	0	0	0
5601-332 OPERATING SUPPLIES	505	821	300	574	300	300	300
5601-333 COMPUTER SUPPLIES	646	1,836	500	1,112	500	500	500
TOTAL 3-GENERAL SERVICES	7,925	7,254	5,600	7,943	6,600	6,600	6,600
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5601-411.0196 2005 CHEVY TAHOE	100	591	750	9	750	750	750
5601-413 OFFICE EQUIPMENT MAINTENAN	0	3,045	3,000	2,356	3,000	3,000	3,000
5601-414 OTHER EQUIPMENT MAINTENANC	125	54	250	517	250	250	250
5601-416 COMPUTER EQUIPMENT	1,014	0	0	0	0	0	0
5601-421 BUILDING MAINTENANCE	7,869	13,331	10,000	12,192	26,300	26,300	26,300
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	9,108	17,021	14,000	15,073	30,300	30,300	30,300
<u>5-CAPITAL OUTLAY</u>							
5601-513 OFFICE EQUIPMENT	0	105	0	0	0	0	0
5601-514 OTHER EQUIPMENT	8,832	3,805	175,000	185,205	0	0	0
TOTAL 5-CAPITAL OUTLAY	8,832	3,910	175,000	185,205	0	0	0
TOTAL 01 FIRE ADMINISTRATION	270,493	303,748	492,628	461,647	344,067	344,067	344,067

# Fire Prevention & Inspections

General Fund

Fire Division 56

Department 02

## Program Description

The Fire Prevention & Inspections Department includes the Fire Marshal. The purpose of this department is to systematically reduce the number and severity of fires in Stephenville through public education about fire safety and prevention, code enforcement, business facility inspections, home inspections, first aid and arson investigation toward prosecution.

<b><u>Program Personnel</u></b>			
<b>Title</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>
Fire Marshal	1	1	1
Fire Inspector	1	1	1
	<u>2</u>	<u>2</u>	<u>2</u>

## **Performance Objectives**

- Complete plan reviews in a timely manner.
- Oversee business facility inspections.
- Oversee arson investigations.

01 -GENERAL FUND  
DIVISION - 6 FIRE DEPARTMENT

EXPENDITURES	2015-2016						
	2013-2014 ACTUAL	2014-2015 ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>02 FIRE PREVENTION INVESTIGATI</u>							
=====							
<u>1-PERSONNEL</u>							
5602-111 SALARIES	106,393	115,577	118,410	96,534	120,978	120,978	120,978
5602-112 OVERTIME	7,287	7,818	2,000	5,982	2,000	2,000	2,000
5602-115 INCENTIVE PAY	8,191	8,191	8,160	6,653	8,160	8,160	8,160
5602-121 RETIREMENT	18,724	19,506	18,608	15,795	18,960	18,960	18,960
5602-122 SOCIAL SECURITY	9,281	9,951	9,835	8,590	10,032	10,032	10,032
5602-123 WORKER'S COMPENSATION	1,824	1,945	3,235	2,907	3,369	3,369	3,369
5602-125 GROUP INSURANCE	12,847	12,735	13,280	10,915	15,088	15,088	15,088
TOTAL 1-PERSONNEL	164,548	175,723	173,528	147,376	178,587	178,587	178,587
<u>2-CONTRACTUAL</u>							
5602-211 POSTAGE	0	61	50	0	50	50	50
5602-212 COMMUNICATIONS	517	1,254	1,200	1,239	1,800	1,800	1,800
5602-215 TRAINING & EDUCATION	2,037	3,094	3,500	2,119	3,500	3,500	3,500
5602-224 INSURANCE	861	915	1,071	1,045	1,820	1,820	1,820
5602-252 DUES & SUBSCRIPTIONS	574	548	1,400	555	1,400	1,000	1,000
5602-255.000T TORNADO DAMAGE CLAIMS	0	0	0	300	0	0	0
5602-258 STATE FEES	85	0	200	85	200	200	200
5602-261 OTHER CONTRACTUAL SERVICES	0	0	0	500	0	0	0
TOTAL 2-CONTRACTUAL	4,075	5,873	7,421	5,843	8,770	8,370	8,370
<u>3-GENERAL SERVICES</u>							
5602-313 BOOKS & EDUCATIONAL MATERI	1,067	875	860	0	860	860	860
5602-314 OFFICE SUPPLIES	0	0	500	124	500	500	500
5602-316 WEARING APPAREL	1,147	1,925	800	246	800	800	800
5602-317 PHOTO & DUPLICATION	157	57	200	0	200	200	200
5602-318 SMALL TOOLS	0	1,696	1,200	803	1,200	1,200	1,200
5602-323 GAS & OIL	5,309	3,982	5,000	3,426	5,000	5,000	5,000
5602-332 OPERATING SUPPLIES	304	1,551	500	205	500	500	500
5602-333 COMPUTER SUPPLIES	1,904	336	500	515	500	500	500
TOTAL 3-GENERAL SERVICES	9,888	10,422	9,560	5,319	9,560	9,560	9,560
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5602-411 VEHICLE MAINTENANCE	654	7	0	56	0	0	0
5602-411.0320 2003 CHEVY P/U	121	1,259	750	125	750	750	750
5602-411.0340 2008 DODGE QUAD CAB PICK U	1,181	724	750	1,089	750	750	750
5602-411.0341 2012 CHEVY TAHOE	0	8	0	723	750	750	750
5602-414 OTHER EQUIPMENT MAINTENANC	16	9	80	24	80	80	80
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	1,973	2,008	1,580	2,017	2,330	2,330	2,330
<u>5-CAPITAL OUTLAY</u>							
TOTAL 02 FIRE PREVENTION INVESTIGATI	180,483	194,025	192,089	160,555	199,247	198,847	198,847

# Fire Suppression

General Fund

Fire Division 56

Department 03

## Program Description

The Mission of the Stephenville Fire Department is to preserve and protect life and property while safeguarding the environment and the City's economic base. The mission is accomplished through a coordinated program of services which includes fire rescue, fire suppression and prevention, hazardous material mitigation, code enforcement, business facility inspections, home inspections, first aid and public education about fire safety and prevention.

### Program Personnel

Title	2014-2015	2015-2016	2016-2017
Fire Captain	2	2	2
Fire Lieutenant	1	1	1
Fire Sergeant	2	2	2
Firefighter	9	9	9
	<u>14</u>	<u>14</u>	<u>14</u>

### Performance Objectives

- Provide efficient and effective management of Fire Services.
- Maintain operational readiness level that will meet the emergency demands of the community.
- Provide firefighting forces and resources necessary to execute quick, effective, skillful and caring responses to emergency situation.
- Respond to emergency incidents in a timely manner.
- Keep emergency vehicles and department facilities maintained.

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2016

PAGE:

01 -GENERAL FUND  
DIVISION - 6 FIRE DEPARTMENT

EXPENDITURES	2013-2014	2014-2015	(----- 2015-2016 -----)		2016-2017 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>03 FIRE SUPPRESSION</u>							
=====							
<u>1-PERSONNEL</u>							
5603-111 SALARIES	666,923	671,508	692,905	512,027	663,483	663,483	663,483
5603-112 OVERTIME	96,657	98,316	100,000	85,354	100,000	100,000	100,000
5603-115 INCENTIVE PAY	40,198	37,066	34,200	35,322	44,760	44,760	44,760
5603-121 RETIREMENT	123,509	119,689	119,706	91,597	116,856	116,856	116,856
5603-122 SOCIAL SECURITY	60,203	60,183	63,273	49,001	61,831	61,831	61,831
5603-123 WORKER'S COMPENSATION	12,653	13,216	20,811	18,701	20,765	20,765	20,765
5603-125 GROUP INSURANCE	88,851	85,963	92,957	70,861	106,016	106,016	106,016
TOTAL 1-PERSONNEL	1,088,994	1,085,942	1,123,852	862,862	1,113,711	1,113,711	1,113,711
<u>2-CONTRACTUAL</u>							
5603-212 COMMUNICAITONS	1,036	1,065	1,100	767	1,100	1,100	1,100
5603-215 TRAINING & EDUCATION	10,593	11,904	12,500	9,292	12,500	12,500	12,500
5603-224 INSURANCE	7,039	7,996	8,598	8,417	8,380	8,380	8,380
5603-252 DUES & SUBSCRIPTIONS	0	50	2,475	0	2,475	1,000	1,000
5603-258 STATE FEES	1,391	2,869	2,700	2,695	2,700	2,700	2,700
TOTAL 2-CONTRACTUAL	20,059	23,884	27,373	21,170	27,155	25,680	25,680
<u>3-GENERAL SERVICES</u>							
5603-313 BOOKS & EDUCATIONAL MATERI	0	499	0	87	0	0	0
5603-314 OFFICE SUPPLIES	0	0	500	74	500	500	500
5603-316 WEARING APPAREL	14,328	13,992	15,000	11,375	15,000	15,000	15,000
5603-318 SMALL TOOLS	11,670	10,717	10,000	4,065	10,000	10,000	10,000
5603-323 GAS & OIL	17,137	13,873	18,000	5,267	18,000	15,000	15,000
5603-332 OPERATING SUPPLIES	4,779	2,484	2,500	869	2,500	2,500	2,500
5603-333 COMPUTER SUPPLIES	1,503	1,061	1,000	517	1,000	1,000	1,000
TOTAL 3-GENERAL SERVICES	49,417	42,625	47,000	22,253	47,000	44,000	44,000
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5603-411 VEHICLE MAINTENANCE	483	187	500	514	500	500	500
5603-411.0321 '00 CHEV C-70 TRUCK	237	665	750	426	750	750	750
5603-411.0322 '81 CHEV C-60 TRUCK	0	0	750	0	750	750	750
5603-411.0324 '96 GMC RESCUE TRUCK	2,248	3,768	1,000	25	0	0	0
5603-411.0326 '90 CHEV C-70 TRUCK	3,993	426	1,500	274	1,500	1,500	1,500
5603-411.0332 '97 SUTPHEN PUMPER	3,726	6,830	2,500	5,404	2,500	2,500	2,500
5603-411.0333 '93 E-ONE H-160 TRUCK	1,314	621	5,000	548	5,000	5,000	5,000
5603-411.0334 2012 E-ONE PUMPER TRUCK	1,612	10,707	5,000	5,826	5,000	5,000	5,000
5603-411.0335 '97 SUTPHEN MT	3,869	10,096	6,000	2,476	6,000	6,000	6,000
5603-411.0366 2014 FORD F-550 TRUCK	0	16	0	308	0	0	0
5603-412 MACHINERY MAINTENANCE	0	137	400	57	400	400	400
5603-414 OTHER EQUIPMENT MAINTENANC	2,616	4,555	3,000	2,412	3,000	3,000	3,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	20,098	38,008	26,400	18,270	25,400	25,400	25,400
<u>5-CAPITAL OUTLAY</u>							
5603-514 OTHER EQUIPMENT	0	3,665	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	0	3,665	0	0	0	0	0
<u>7-DEBT SERVICE</u>							
5603-750 LEASE 2016 E-PUMPER	0	0	100,000	449,833	120,000	120,000	120,000
TOTAL 7-DEBT SERVICE	0	0	100,000	449,833	120,000	120,000	120,000
<hr/>							
TOTAL 03 FIRE SUPPRESSION	1,178,568	1,194,124	1,324,625	1,374,388	1,333,266	1,328,791	1,328,791

# Emergency Medical Services

General Fund

Fire Division 56

Department 04

## Program Description

The Stephenville Fire Department provides emergency medical services for the City. They provide pre-hospital care and emergency ambulance transportation of the sick and injured to the hospital.

<b><u>Program Personnel</u></b>			
<b>Title</b>	<b><u>2014-2015</u></b>	<b><u>2015-2016</u></b>	<b><u>2016-2017</u></b>
Fire Captain	1	1	2
Fire Lieutenant	2	2	2
Fire Sergeant	1	1	1
Firefighter	9	9	8
	<u>13</u>	<u>13</u>	<u>13</u>

## **Performance Objectives**

- Provide efficient and effective management of emergency medical services.
- Maintain operational readiness level that will meet the emergency demands of the community.
- Provide highly-trained, qualified personnel and resources necessary to execute quick, effective, skillful and caring responses to emergency situations.
- Respond to emergency incidents in a timely manner.
- Keep emergency vehicles and department facilities maintained.

01 -GENERAL FUND  
DIVISION - 6 FIRE DEPARTMENT

		(----- 2015-2016 -----) (----- 2016-2017 -----)						
EXPENDITURES	2013-2014 ACTUAL	2014-2015 ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED	
<u>04 EMERGENCY MEDICAL SERVICE</u>								
=====								
<u>1-PERSONNEL</u>								
5604-111 SALARIES	614,541	644,934	664,608	518,105	664,467	664,467	664,467	
5604-112 OVERTIME	85,405	82,562	75,000	87,749	75,000	75,000	75,000	
5604-115 INCENTIVE PAY	34,879	32,840	33,480	33,005	39,120	39,120	39,120	
5604-121 RETIREMENT	112,960	112,929	111,889	92,426	112,568	112,568	112,568	
5604-122 SOCIAL SECURITY	55,309	56,859	59,141	49,630	59,562	59,562	59,562	
5604-123 WORKER'S COMPENSATION	11,783	12,507	19,455	17,480	20,003	20,003	20,003	
5604-125 GROUP INSURANCE	80,779	81,729	86,317	67,901	98,472	98,472	98,472	
TOTAL 1-PERSONNEL	995,655	1,024,361	1,049,890	866,297	1,069,192	1,069,192	1,069,192	
<u>2-CONTRACTUAL</u>								
5604-212 COMMUNICATIONS	2,929	2,947	3,000	2,020	3,100	3,100	3,100	
5604-215 TRAINING & EDUCATION	11,588	9,368	12,500	8,360	12,500	11,000	11,000	
5604-224 INSURANCE	4,988	5,027	5,704	5,536	5,500	5,500	5,500	
5604-252 DUES & SUBSCRIPTIONS	120	940	500	480	500	500	500	
5604-253 OUTSIDE PROFESSIONALS	4,645	6,727	7,200	9,228	14,600	14,600	14,600	
5604-258 STATE FEES	3,212	760	2,650	2,837	2,650	2,650	2,650	
TOTAL 2-CONTRACTUAL	27,482	25,768	31,554	28,461	38,850	37,350	37,350	
<u>3-GENERAL SERVICES</u>								
5604-312 AMBULANCE SUPPLIES	45,159	59,434	42,350	44,396	42,350	42,350	42,350	
5604-314 OFFICE SUPPLIES	0	5,235	500	147	500	500	500	
5604-316 WEARING APPAREL	10,468	8,758	15,000	10,636	15,000	15,000	15,000	
5604-318 SMALL TOOLS	1,925	2,505	2,000	1,037	5,700	5,700	5,700	
5604-323 GAS & OIL	13,700	9,356	15,000	5,985	15,000	15,000	15,000	
5604-332 OPERATING SUPPLIES	451	192	0	404	0	0	0	
5604-333 COMPUTER SUPPLIES	794	1,340	1,000	57	1,000	1,000	1,000	
TOTAL 3-GENERAL SERVICES	72,498	86,820	75,850	62,661	79,550	79,550	79,550	
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>								
5604-411 VEHICLE MAINTENANCE	46	1,091	750	115	750	750	750	
5604-411.0327 '08 FORD E-450 AMBULANCE	6,442	4,665	2,000	4,713	2,000	2,000	2,000	
5604-411.0328 '05 FORD E-450 AMBULANCE	2,654	3,977	2,000	193	1,000	2,000	2,000	
5604-411.0329 2012 FORD E-450 AMBULANCE	666	194	2,000	275	2,000	1,000	1,000	
5604-411.0330 2015 FORD E-450 AMBULANCE	0	370	0	149	2,000	1,000	1,000	
5604-412.0001 2004 POLARIS RANGER 6X6	130	0	0	700	0	0	0	
5604-414 OTHER EQUIPMENT MAINTENANC	0	3,147	2,400	130	2,400	2,400	2,400	
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	9,937	13,443	9,150	6,276	10,150	9,150	9,150	
<u>5-CAPITAL OUTLAY</u>								
5604-511 VEHICLES	0	143,938	0	0	0	0	0	
5604-514 OTHER EQUIPMENT	37,421	45,423	0	0	0	0	0	
TOTAL 5-CAPITAL OUTLAY	37,421	189,360	0	0	0	0	0	
<u>7-DEBT SERVICE</u>								
5604-750 LEASE PYMT-2015 FORD AMBUL	0	0	30,600	30,584	30,600	30,600	30,600	
TOTAL 7-DEBT SERVICE	0	0	30,600	30,584	30,600	30,600	30,600	
TOTAL 04 EMERGENCY MEDICAL SERVICE	1,142,993	1,339,753	1,197,044	994,278	1,228,342	1,225,842	1,225,842	

# Volunteer Fire Department

General Fund

Fire Division 56

Department 05

## Program Description

The Stephenville Volunteer Fire Department provides back-up manpower for the on-duty paid firefighting personnel, primarily in the area of fire suppression. The department usually maintains between 15 and 20 volunteer members.

### Performance Objectives

- Maintain operational readiness level that will meet the emergency demands of the community.
- Provide firefighting forces and resources necessary to execute quick, effective, skillful and caring responses to emergency situations.
- Respond for assistance to on-duty firefighters in emergency situations in a timely manner.



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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2016

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01 -GENERAL FUND  
DIVISION - 6 FIRE DEPARTMENT

	2013-2014 ACTUAL	2014-2015 ACTUAL	(----- 2015-2016 -----) CURRENT BUDGET	Y-T-D + ENCUMBERED	(----- 2016-2017 -----) DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>EXPENDITURES</u>							
<u>05 VOLUNTEER FIRE DEPARTMENT</u>							
<u>=====</u>							
<u>1-PERSONNEL</u>							
5605-113 VOLUNTEER WATER	6,699	5,543	7,500	3,689	7,500	7,500	7,500
5605-121 RETIREMENT	2,600	2,700	2,900	2,408	3,000	3,000	3,000
5605-123 WORKER'S COMPENSATION	880	880	894	891	891	891	891
TOTAL 1-PERSONNEL	10,179	9,123	11,294	6,988	11,391	11,391	11,391
<u>2-CONTRACTUAL</u>							
5605-215 TRAINING & EDUCATION	2,997	6,311	6,000	1,575	6,000	5,000	5,000
5605-224 OTHER INSURANCE	1,320	1,412	1,326	1,469	1,330	1,330	1,330
5605-251 UTILITIES	2,115	1,553	2,000	1,472	2,000	2,000	2,000
5605-252 DUES & SUBSCRIPTIONS	1,110	0	800	220	800	500	500
TOTAL 2-CONTRACTUAL	7,542	9,276	10,126	4,735	10,130	8,830	8,830
<u>3-GENERAL SERVICES</u>							
5605-316 WEARING APPAREL	2,401	1,724	2,000	0	2,000	2,000	2,000
5605-318 SMALL TOOLS	830	0	500	0	500	500	500
5605-332 OPERATING SUPPLIES	1,000	0	500	0	500	500	500
TOTAL 3-GENERAL SERVICES	4,231	1,724	3,000	0	3,000	3,000	3,000
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5605-414 OTHER EQUIPMENT MAINTENANC	0	0	0	0	500	500	500
5605-421 BUILDING MAINTENANCE	158	0	500	10	0	0	0
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	158	0	500	10	500	500	500
<u>5-CAPITAL OUTLAY</u>							
TOTAL 05 VOLUNTEER FIRE DEPARTMENT	22,109	20,124	24,920	11,734	25,021	23,721	23,721
TOTAL 6 FIRE DEPARTMENT	2,794,645	3,051,774	3,231,306	3,002,602	3,129,943	3,121,268	3,121,268
	=====	=====	=====	=====	=====	=====	=====

# Police Administration

General Fund

Police Division 57

Department 01

## Program Description

The Police Administration department manages and coordinates the various police activities of the City. Planning and research, hiring, discipline, training, budgeting and personnel functions are conducted by administration.

### Program Personnel

Title	2014-2015	2015-2016	2016-2017
Police Chief	1	1	1
Assistant Chief	1	1	1
	<u>2</u>	<u>2</u>	<u>2</u>

### Performance Objectives

- Deliver quality Police services to the citizens of Stephenville.
- Ensure readiness of the department to respond to emergencies.
- Ensure all laws and rules which involve the City and departments are maintained
- Prolong the useful life of major building components of police station.

01 -GENERAL FUND  
DIVISION - 7 POLICE DEPARTMENT

EXPENDITURES	(----- 2015-2016 -----) (----- 2016-2017 -----)						
	2013-2014 ACTUAL	2014-2015 ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>01 POLICE ADMINISTRATION</u>							
=====							
<u>1-PERSONNEL</u>							
5701-111 SALARIES	215,440	198,011	250,229	204,363	252,964	252,964	252,964
5701-112 OVERTIME	0	1,105	0	1,817	0	0	0
5701-115 INCENTIVE PAY	2,210	2,617	3,240	2,642	3,240	3,240	3,240
5701-121 RETIREMENT	33,618	30,359	37,206	30,774	37,562	37,562	37,562
5701-122 SOCIAL SECURITY	15,591	14,409	19,666	16,008	19,875	19,875	19,875
5701-123 WORKER'S COMPENSATION	4,005	4,277	7,690	6,910	7,936	7,936	7,936
5701-125 GROUP INSURANCE	18,707	14,680	19,920	16,533	23,033	23,033	23,033
5701-126 CAR ALLOWANCE	0	2,520	3,600	2,880	3,600	3,600	3,600
TOTAL 1-PERSONNEL	289,570	267,978	341,551	281,927	348,210	348,210	348,210
<u>2-CONTRACTUAL</u>							
5701-212 COMMUNICATIONS	2,327	2,553	2,500	1,995	2,500	2,500	2,500
5701-215 EDUCATION & SCHOOLING	5,768	4,170	5,000	5,001	5,000	5,000	5,000
5701-224 INSURANCE	1,822	1,955	2,305	2,267	2,260	2,260	2,260
5701-225 INTER-AGENCY AGREEMENT	0	0	28,000	0	28,000	10,000	10,000
5701-252 DUES & SUBSCRIPTIONS	1,311	1,337	1,205	1,437	1,205	1,205	1,205
5701-253 OUTSIDE PROFESSIONALS	3,000	7,618	11,100	16,150	25,700	25,700	25,700
5701-254 SPECIAL SERVICES	187	25	150	79	150	150	150
5701-255 DAMAGE CLAIMS	0	520	0	0	0	0	0
5701-263 PRISONER CONTRACT	21,000	20,600	25,000	11,300	25,000	25,000	25,000
5701-266 WEAPONS PURCHASING PROGRAM	0	0	0	2,776	0	0	0
TOTAL 2-CONTRACTUAL	35,416	38,778	75,260	41,006	89,815	71,815	71,815
<u>3-GENERAL SERVICES</u>							
5701-316 WEARING APPAREL	1,563	1,472	1,800	960	1,800	1,800	1,800
5701-323 GAS & OIL	42	0	0	94	0	0	0
5701-332 OPERATING SUPPLIES	175	782	1,000	532	1,000	1,000	1,000
5701-333 COMPUTER SUPPLIES	61	104	100	55	100	100	100
TOTAL 3-GENERAL SERVICES	1,840	2,358	2,900	1,641	2,900	2,900	2,900
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5701-411.0198 2011 DODGE CHARGER	0	392	2,500	1,193	2,500	2,500	2,500
5701-411.0199 POLARIS ATV	0	0	0	2,199	0	0	0
5701-414 OTHER EQUIPMENT MAINTENANCE	0	27,236	16,845	16,740	0	0	0
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	0	27,628	19,345	20,132	2,500	2,500	2,500
<u>5-CAPITAL OUTLAY</u>							
TOTAL 01 POLICE ADMINISTRATION	326,826	336,743	439,056	344,705	443,425	425,425	425,425

# Police Patrol

General Fund

Police Division 57

Department 02

## Program Description

The Police Patrol Department responsibilities are to take reports of crime, do follow-up investigations, handle calls for service, enforce traffic laws, regulate non-criminal conduct and perform community policing activities. Patrol officers are the Department's first face-to-face contact with citizens.

<b><u>Program Personnel</u></b>			
<b>Title</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2015-2016</b>
Police Captain	0	0	0
Police Lieutenant	1	1	1
Police Sergeant	6	6	5
Patrol Officer	19	19	18
	<u>26</u>	<u>26</u>	<u>24</u>

## **Performance Objectives**

- Deliver quality Police services to the citizens of Stephenville.
- Respond to emergency calls for assistance in a timely and effective manner.
- Create a positive police community relationship and environment.
- Promote safety and community involvement in crime reduction.

01 -GENERAL FUND  
DIVISION - 7 POLICE DEPARTMENT

		2013-2014	2014-2015	(----- 2015-2016 -----)		(----- 2016-2017 -----)		
EXPENDITURES		ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
02 PATROL								
=====								
1-PERSONNEL								
5702-111	SALARIES	1,109,760	1,091,456	1,152,826	875,846	1,202,619	1,202,619	1,202,619
5702-111.000S	SALARY SAVINGS	0	0	0	0	0	0	( 75,000)
5702-112	OVERTIME	120,046	158,426	65,000	123,678	65,000	65,000	65,000
5702-114	ON CALL PAY	0	640	0	15,027	0	0	0
5702-115	INCENTIVE PAY	11,980	10,125	9,000	8,432	10,800	10,800	10,800
5702-116	SHIFT DIFFERENTIAL	14,244	13,804	16,900	9,929	16,900	16,900	16,900
5702-121	RETIREMENT	193,646	188,950	179,998	149,317	187,277	187,277	187,277
5702-122	SOCIAL SECURITY	93,575	94,268	95,145	78,053	99,092	99,092	99,092
5702-123	WORKER'S COMPENSATION	22,873	24,392	37,205	33,542	39,563	39,563	39,563
5702-125	GROUP INSURANCE	157,443	142,222	159,355	119,039	184,995	184,995	184,995
TOTAL 1-PERSONNEL		1,723,567	1,724,284	1,715,429	1,412,864	1,806,246	1,806,246	1,731,246
2-CONTRACTUAL								
5702-212	COMMUNICATIONS	12,555	14,343	15,000	11,235	15,600	15,600	15,600
5702-215	EDUCATION & SCHOOLING	39,586	47,483	40,000	31,540	50,000	40,000	40,000
5702-224	INSURANCE	20,872	22,244	25,944	26,134	25,200	25,200	25,200
5702-253	OUTSIDE PROFESSIONAL	6,420	3,207	3,000	2,605	3,000	3,000	3,000
5702-254	SPECIAL SERVICES	0	205	100	0	100	100	100
5702-255	DAMAGE CLAIMS	18,281	175	0	630	0	0	0
TOTAL 2-CONTRACTUAL		97,715	87,656	84,044	72,144	93,900	83,900	83,900
3-GENERAL SERVICES								
5702-313	BOOKS & EDUCATIONAL MATERI	441	824	1,000	1,133	1,500	1,500	1,500
5702-316	WEARING APPAREL	36,328	38,366	30,000	27,161	40,000	40,000	40,000
5702-317	PHOTO & DUPLICATION	278	173	400	88	400	400	400
5702-323	GAS & OIL	66,096	43,100	69,200	20,339	69,200	50,200	50,200
5702-332	OPERATING SUPPLIES	24,867	25,402	25,000	10,633	25,000	25,000	25,000
5702-333	COMPUTER SUPPLIES	7,104	8,198	7,000	3,947	7,000	5,000	5,000
TOTAL 3-GENERAL SERVICES		135,114	116,064	132,600	63,302	143,100	122,100	122,100
4-MACHINE & EQUIPMENT MAINTENA								
5702-411	VEHICLE MAINTENANCE	2,566	1,120	1,000	85	1,000	1,000	1,000
5702-411.0300	2015 CHEVY TAHOE	1,873	1,752	3,125	1,817	2,825	2,825	2,825
5702-411.0301	2014 CHEVY CAPRICE	5,300	2,638	3,125	714	2,825	2,825	2,825
5702-411.0302	2014 CHEVY CAPRICE	2,896	2,067	3,125	1,503	2,825	2,825	2,825
5702-411.0303	2011 DODGE CHARGER	1,629	1,052	3,125	456	2,825	2,825	2,825
5702-411.0304	2015 CHEVY CAPRICE	4,261	1,787	3,125	940	2,825	2,825	2,825
5702-411.0305	2015 CHEVY TAHOE	3,426	5,272	3,125	1,699	2,825	2,825	2,825
5702-411.0306	2016 CHEVY TAHOE	1,613	1,928	3,125	2,271	2,825	2,825	2,825
5702-411.0307	2016 CHEVY TAHOE	2,670	3,501	3,125	4,298	2,825	2,825	2,825
5702-411.0308	2016 CHEVROLET TAHOE	2,662	1,808	3,125	1,669	2,825	2,825	2,825
5702-411.0310	2014 CHEVROLET CAPRICE	6	2,590	3,125	1,913	2,825	2,825	2,825
5702-414	OTHER EQUIPMENT MAINTENANC	3,129	4,553	5,000	12,906	5,000	5,000	5,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA		32,031	30,068	37,250	30,271	34,250	34,250	34,250
5-CAPITAL OUTLAY								
5702-511	VEHICLES	140,306	111,883	125,000	122,846	0	0	0
5702-512	RADIOS AND ASSOCIATED EQUI	0	24,870	0	0	0	0	0
5702-514	OTHER EQUIPMENT	0	50,854	12,000	11,970	0	0	0
TOTAL 5-CAPITAL OUTLAY		140,306	187,608	137,000	134,816	0	0	0
TOTAL 02 PATROL		2,128,734	2,145,679	2,106,323	1,713,397	2,077,496	2,046,496	1,971,496

# Police Safety Communications

General Fund

Police Division 57

Department 03

## Program Description

The Communications Department operates a twenty-four hour a day, seven days a week police and fire communications function. Dispatchers are responsible for all incoming calls to the Police Department. They either dispatch these calls to field officers or route them to the proper Department member. The dispatchers handle calls for service for the Fire/EMS Services and all 911 calls within the City, Fire District, and after hours City utility radio service. Other special functions performed by the dispatcher include warrants and driver's license checks and serve as receptionist for the Public Safety Building.

### Program Personnel

Title	2014-2015	2015-2016	2016-2017
Dispatchers	12	12	12
	12	12	12

### Performance Objectives

- Support the functions of the Police and Fire/EMS operations of the City of Stephenville.
- Handle all calls in a timely and effective manner.
- Reduce the amount of in-house service delays on non-priority calls for service.
- Quickly and accurately retrieve all requests for information by police officers.

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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01 -GENERAL FUND  
DIVISION - 7 POLICE DEPARTMENT

	2013-2014	2014-2015	(----- 2015-2016 -----)	(----- 2016-2017 -----)			
EXPENDITURES	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>03 COMMUNICATIONS</u>							
<u>1-PERSONNEL</u>							
5703-111 SALARIES	278,678	346,591	414,622	335,218	441,208	441,208	441,208
5703-112 OVERTIME	57,411	58,587	0	( 8,502)	0	0	0
5703-115 INCENTIVE PAY	5,508	5,018	5,040	4,109	5,040	5,040	5,040
5703-116 SHIFT DIFFERENTIAL	4,345	5,959	7,500	6,010	7,500	7,500	7,500
5703-121 RETIREMENT	53,116	61,685	61,823	55,972	65,603	65,603	65,603
5703-122 SOCIAL SECURITY	25,679	30,526	32,678	29,454	34,712	34,712	34,712
5703-123 WORKER'S COMPENSATION	822	1,101	1,498	1,357	1,622	1,622	1,622
5703-125 GROUP INSURANCE	54,135	67,353	79,670	65,812	91,329	91,329	91,329
TOTAL 1-PERSONNEL	479,695	576,820	602,831	489,431	647,014	647,014	647,014
<u>2-CONTRACTUAL</u>							
5703-212 COMMUNICATIONS	378	729	700	781	1,100	1,100	1,100
5703-215 EDUCATION & SCHOOLING	11,792	8,811	24,000	9,121	12,000	12,000	12,000
5703-224 INSURANCE	1,162	1,796	2,250	2,095	2,055	2,055	2,055
5703-252 DUES & SUBSCRIPTIONS	0	124	150	0	150	150	150
5703-253 OUTSIDE PROFESSIONAL	2,521	1,001	400	450	400	400	400
TOTAL 2-CONTRACTUAL	15,853	12,461	27,500	12,446	15,705	15,705	15,705
<u>3-GENERAL SERVICES</u>							
5703-316 WEARING APPAREL	712	620	1,000	208	1,500	1,500	1,500
5703-332 OPERATING SUPPLIES	10,235	4,599	5,000	4,365	5,000	5,000	5,000
5703-333 COMPUTER SUPPLIES	3,917	4,230	4,000	2,186	4,000	4,000	4,000
TOTAL 3-GENERAL SERVICES	14,864	9,449	10,000	6,759	10,500	10,500	10,500
<u>5-CAPITAL OUTLAY</u>							
5703-514 OTHER EQUIPMENT	50,240	0	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	50,240	0	0	0	0	0	0
TOTAL 03 COMMUNICATIONS	560,651	598,731	640,331	508,635	673,219	673,219	673,219

# Police Support Services

General Fund

Police Division 57

Department 04

## Program Description

Police Support Services is the central storehouse for all criminal records and some departmental records by or for the Stephenville Police Department. This department functions to maintain accurate and secure files that may be quickly retrieved for use by the Department, other law enforcement agencies and the general public. This Department is responsible for monthly Uniform Crime Reports for the State of Texas as well as many monthly and yearly departmental statistical reports.

### Program Personnel

Title	2014-2015	2015-2016	2016-2017
Police Captain	0	0	0
Police Lieutenant	1	1	1
Records Clerk	2	1.5	1.5
	<u>3</u>	<u>2.5</u>	<u>2.5</u>

### Performance Objectives

- Support the functions of the Police and Fire/EMS operations of the City of Stephenville.
- Maintain accurate, secure files that may be promptly retrieved for use by the department and other law enforcement agencies.
- Quickly and accurately retrieve all requests for information by police officers and the general public.



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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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01 -GENERAL FUND  
DIVISION - 7 POLICE DEPARTMENT

	2013-2014	2014-2015	(----- 2015-2016 -----)	(----- 2016-2017 -----)			
EXPENDITURES	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<b>04 SUPPORT SERVICES</b>							
<b>1-PERSONNEL</b>							
5704-111 SALARIES	87,890	97,706	101,255	82,539	102,397	102,397	102,397
5704-112 OVERTIME	503	647	1,000	266	1,000	1,000	1,000
5704-113 PART-TIME WAGES	9,366	10,705	13,200	6,946	13,200	13,200	13,200
5704-115 INCENTIVE PAY	1,084	1,084	1,080	881	1,080	1,080	1,080
5704-121 RETIREMENT	13,844	14,839	14,955	12,141	15,105	15,105	15,105
5704-122 SOCIAL SECURITY	7,538	8,298	8,915	7,105	9,002	9,002	9,002
5704-123 WORKER'S COMPENSATION	1,205	1,331	2,265	2,035	2,339	2,339	2,339
5704-125 GROUP INSURANCE	12,841	13,284	13,280	10,915	15,088	15,088	15,088
TOTAL 1-PERSONNEL	134,272	147,895	155,950	122,828	159,211	159,211	159,211
<b>2-CONTRACTUAL</b>							
5704-211 POSTAGE	2,577	1,376	2,000	1,669	2,000	2,000	2,000
5704-212 COMMUNICATIONS	775	642	700	702	720	720	720
5704-213 PRINTING	496	147	750	470	750	750	750
5704-215 EDUCATION & SCHOOLING	1,056	1,069	4,500	2,954	3,500	3,500	3,500
5704-224 INSURANCE	1,215	1,304	1,537	1,511	1,505	1,505	1,505
5704-253 OUTSIDE PROFESSIONAL	0	445	0	0	0	0	0
TOTAL 2-CONTRACTUAL	6,120	4,984	9,487	7,307	8,475	8,475	8,475
<b>3-GENERAL SERVICES</b>							
5704-316 WEARING APPAREL	628	628	600	480	600	600	600
5704-317 PHOTO AND DUPLICATION	737	0	1,000	0	1,000	1,000	1,000
5704-332 OPERATING SUPPLIES	3,809	3,280	2,400	2,596	2,400	2,400	2,400
5704-333 COMPUTER SUPPLIES	2,427	2,696	2,150	1,069	2,150	2,150	2,150
TOTAL 3-GENERAL SERVICES	7,600	6,603	6,150	4,145	6,150	6,150	6,150
<b>4-MACHINE &amp; EQUIPMENT MAINTENANCE</b>							
5704-413 OFFICE EQUIPMENT MAINTENANCE	0	0	100	0	100	100	100
TOTAL 4-MACHINE & EQUIPMENT MAINTENANCE	0	0	100	0	100	100	100
<b>TOTAL 04 SUPPORT SERVICES</b>	<b>147,992</b>	<b>159,481</b>	<b>171,687</b>	<b>134,280</b>	<b>173,936</b>	<b>173,936</b>	<b>173,936</b>

# Criminal Investigations

General Fund

Police Division 57

Department 05

## Program Description

The Criminal Investigations Department is responsible for the investigation of offenses requiring more expertise, or more time than can be provided by the Patrol Officer making the initial report. They additionally conduct advanced crime scene investigations requiring specialized techniques. Investigators are also responsible for the investigation of narcotics and vice activities with the City. This department is consulted on all search warrants prepared by the Police Department and coordinates with state and federal law enforcement agencies when necessary.

### Program Personnel

Title	2014-2015	2015-2016	2016-2017
Police Captain	0	0	0
Police Lieutenant	1	1	1
Investigators	6	7	7
Property Clerk	1	1	1
	<u>8</u>	<u>9</u>	<u>9</u>

### Performance Objectives

- Respond to calls for service from the community in a timely and effective manner.
- Investigate all incidents with the purpose of recovering property and/or apprehending suspects.
- Increase offense clearance rate for improved citizen satisfaction.

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CITY OF STEPHENVILLE  
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DIVISION - 7 POLICE DEPARTMENT

		(----- 2015-2016 -----)			(----- 2016-2017 -----)		
		2013-2014	2014-2015	CURRENT	Y-T-D +	DEPARTMENT	CITY ADMIN.
		ACTUAL	ACTUAL	BUDGET	ENCUMBERED	REQUESTED	RECOMMENDED
EXPENDITURES							COUNCIL
							ADOPTED
<u>05 CRIMINAL INVESTIGATION</u>							
=====							
<u>1-PERSONNEL</u>							
5705-111	SALARIES	336,322	403,431	410,110	336,979	464,578	464,578
5705-112	OVERTIME	26,723	26,594	25,000	38,825	25,000	25,000
5705-114	ON CALL PAY	5,184	5,707	5,200	4,420	5,200	5,200
5705-115	INCENTIVE PAY	10,173	16,570	15,720	14,659	20,880	20,880
5705-121	RETIREMENT	59,617	67,831	66,001	57,626	74,554	74,554
5705-122	SOCIAL SECURITY	28,526	34,043	34,885	30,901	39,448	39,448
5705-123	WORKER'S COMPENSATION	6,409	6,993	12,619	11,339	15,750	15,750
5705-125	GROUP INSURANCE	45,125	50,805	53,118	43,904	68,296	68,296
TOTAL 1-PERSONNEL		518,078	611,974	622,653	538,653	713,706	713,706
<u>2-CONTRACTUAL</u>							
5705-212	COMMUNICATIONS	5,092	6,295	5,700	4,547	6,600	6,600
5705-213	PRINTING	66	63	100	39	100	100
5705-215	EDUCATION & SCHOOLING	13,350	21,599	15,000	11,603	20,000	20,000
5705-216	INVESTIGATIVE TRAVEL EXPEN	2,069	1,516	2,500	1,079	2,500	2,500
5705-224	INSURANCE	5,554	6,252	7,460	7,313	7,330	7,330
5705-231	RENTAL	11,151	13,669	11,000	11,403	15,000	15,000
5705-252	DUES & SUBSCRIPTIONS	240	70	500	226	700	700
5705-253	OUTSIDE PROFESSIONALS	5,741	8,822	5,000	7,443	5,000	5,000
5705-261	DRUG ENFORCEMENT	17,241	18,707	20,000	7,329	20,000	15,000
TOTAL 2-CONTRACTUAL		60,504	76,993	67,260	50,982	77,230	72,230
<u>3-GENERAL SERVICES</u>							
5705-316	WEARING APPAREL	4,045	4,394	5,000	3,385	10,000	5,400
5705-317	PHOTO & DUPLICATION	0	328	250	20	50	50
5705-323	GAS & OIL	9,462	7,002	5,000	4,230	5,000	5,000
5705-332	OPERATING SUPPLIES	14,712	12,016	12,000	5,922	10,000	10,000
5705-333	COMPUTER SUPPLIES	6,073	5,028	2,500	368	2,500	2,500
TOTAL 3-GENERAL SERVICES		34,291	28,768	24,750	13,926	27,550	22,950
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5705-411	MOTOR VEHICLES	20	0	0	124	0	0
5705-411.0190	2008 DODGE QUAD CAB PICK U	634	83	750	725	2,000	2,000
5705-411.0191	2008 DODGE QUAD CAB PICK U	0	719	750	64	2,000	2,000
5705-411.0192	2008 DODGE CHARGER	1,304	108	750	581	2,000	2,000
5705-411.0193	2007 DODGE CHARGER	307	72	750	212	0	0
5705-411.0196	2013 FORD EXPEDITION	293	427	750	105	750	750
5705-411.0197	2014 FORD F-150 4 DOOR PIC	88	313	750	90	2,000	2,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA		2,645	1,720	4,500	1,901	8,750	8,750
<u>5-CAPITAL OUTLAY</u>							
5705-511	VEHICLES	27,980	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY		27,980	0	0	0	0	0
<u>7-DEBT SERVICE</u>							
5705-730	ENTERPRISE LEASE	0	0	0	0	25,200	25,200
5705-750	LEASE-ENTERPRISE VEHICLES	0	0	30,000	14,000	0	0
TOTAL 7-DEBT SERVICE		0	0	30,000	14,000	25,200	25,200
TOTAL 05 CRIMINAL INVESTIGATION		643,498	719,456	749,163	619,462	852,436	842,836

# Police Professional Standards

General Fund

Police Division 57

Department 06

## Program Description

The Professional Standards Department is responsible for coordinating educational programs, crime stoppers, neighborhood crime watch programs and the Citizens Police Academy.

### Program Personnel

Title	2014-2015	2015-2016	2016-2017
Lieutenant	1	1	1
Sergeant	1	0	0
Police Officer	1	2	2
	<u>3</u>	<u>3</u>	<u>3</u>

### Performance Objectives

- Reduce crime through public education and collaborative community efforts.
- Provide an effective educational program for students.
- Work effectively with citizens through community outreach programs.

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	2013-2014	2014-2015	(----- 2015-2016 -----)	(----- 2016-2017 -----)			
EXPENDITURES	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>06 PROFESSIONAL STANDARD</u>							
<u>1-PERSONNEL</u>							
5706-111 SALARIES	161,467	172,203	176,252	143,689	178,228	178,228	178,228
5706-112 OVER TIME	6,231	7,149	4,000	4,340	4,000	4,000	4,000
5706-115 INCENTIVE PAY	2,530	2,679	2,880	2,348	2,880	2,880	2,880
5706-121 RETIREMENT	26,342	27,151	26,505	21,906	26,763	26,763	26,763
5706-122 SOCIAL SECURITY	12,539	13,272	14,010	11,486	14,161	14,161	14,161
5706-123 WORKER'S COMPENSATION	3,009	3,404	5,478	4,923	5,654	5,654	5,654
5706-125 GROUP INSURANCE	19,334	19,102	19,920	16,533	23,033	23,033	23,033
TOTAL 1-PERSONNEL	231,451	244,960	249,045	205,225	254,719	254,719	254,719
<u>2-CONTRACTUAL</u>							
5706-212 COMMUNICATIONS	2,933	2,496	2,500	2,473	2,500	2,500	2,500
5706-215 EDUCATION & SCHOOLING	3,981	2,868	4,500	1,043	4,500	4,500	4,500
5706-216 INVESTIGATIVE TRAVEL	313	314	500	120	500	500	500
5706-224 INSURANCE	1,822	1,955	2,305	2,267	2,260	2,260	2,260
5706-252 DUES & SUBSCRIPTIONS	35	0	300	20	300	300	300
TOTAL 2-CONTRACTUAL	9,085	7,634	10,105	5,923	10,060	10,060	10,060
<u>3-GENERAL SERVICES</u>							
5706-316 WEARING APPAREL	1,750	1,387	1,800	960	1,800	1,800	1,800
5706-323 GAS & OIL	5,154	3,477	3,000	368	3,000	2,000	2,000
5706-332 OPERATING SUPPLIES	5,155	3,707	4,000	1,843	5,000	5,000	5,000
5706-333 COMPUTER SUPPLIES	903	751	1,000	2,041	1,000	1,000	1,000
TOTAL 3-GENERAL SERVICES	12,961	9,322	9,800	5,213	10,800	9,800	9,800
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5706-411.0194 2009 DODGE CHARGER	195	137	750	311	750	750	750
5706-411.0309 2010 CHEVY TAHOE	1,705	1,052	3,000	977	3,000	3,000	3,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	1,900	1,189	3,750	1,288	3,750	3,750	3,750
TOTAL 06 PROFESSIONAL STANDARD	255,397	263,105	272,700	217,649	279,329	278,329	278,329

# Animal Control

General Fund

Police Division 57

Department 07

## Program Description

The Animal Control Department is responsible for enforcing animal control City ordinances and State regulations, care and disposition of impounded animals.

This Department also addresses health and safety issues concerning animal enclosures.

### Program Personnel

Title	2014-2015	2015-2016	2016-2017
Animal Control Officers	2	2	2
	2	2	2

### Performance Objectives

- Ensure that persons walking on public property in the City are free of reasonable concern for being threatened by dogs running at large.
- Handle all citizen calls for assistance in a timely and efficient manner.
- Reduce the number of stray animals within the City.
- Educate the community in animal control.

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	2013-2014	2014-2015	(----- 2015-2016 -----)	(----- 2016-2017 -----)			
EXPENDITURES	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
07 ANIMAL CONTROL							
=====							
1-PERSONNEL							
5707-111 SALARIES	59,927	47,102	59,410	50,939	63,316	63,316	63,316
5707-112 OVERTIME	3,798	4,048	1,500	1,856	1,500	1,500	1,500
5707-115 INCENTIVE PAY	361	234	0	587	720	720	720
5707-121 RETIREMENT	9,848	7,632	8,816	7,725	9,475	9,475	9,475
5707-122 SOCIAL SECURITY	4,870	3,893	4,660	4,199	5,014	5,014	5,014
5707-123 WORKER'S COMPENSATION	1,237	1,253	2,149	1,931	2,361	2,361	2,361
5707-125 GROUP INSURANCE	12,847	9,055	13,280	10,915	15,088	15,088	15,088
TOTAL 1-PERSONNEL	92,889	73,217	89,815	78,152	97,474	97,474	97,474
2-CONTRACTUAL							
5707-212 COMMUNICATIONS	1,298	1,072	1,100	977	1,100	1,100	1,100
5707-215 EDUCATION & SCHOOLING	2,142	1,629	2,500	2,047	2,500	2,500	2,500
5707-224 INSURANCE	536	558	1,135	1,109	1,105	1,105	1,105
5707-252 DUES AND SUBSCRIPTIONS	100	0	100	50	100	100	100
5707-253 OUTSIDE PROFESSIONALS	350	729	1,000	172	1,000	1,000	1,000
5707-255 DAMAGE CLAIMS	1,341	0	0	0	0	0	0
TOTAL 2-CONTRACTUAL	5,766	3,988	5,835	4,355	5,805	5,805	5,805
3-GENERAL SERVICES							
5707-316 WEARING APPAREL	735	951	500	308	750	750	750
5707-323 GAS & OIL	6,944	2,922	7,000	1,946	7,000	5,000	5,000
5707-332 OPERATING SUPPLIES	6,662	4,588	2,500	1,854	3,000	3,000	3,000
5707-334 ANIMAL SHELTER	17,000	17,000	17,000	14,167	17,000	17,000	17,000
TOTAL 3-GENERAL SERVICES	31,341	25,461	27,000	18,275	27,750	25,750	25,750
4-MACHINE & EQUIPMENT MAINTENA							
5707-411.0439 2015 FORD F-350 TRUCK	2,316	543	1,500	362	1,200	1,200	1,200
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	2,316	543	1,500	362	1,200	1,200	1,200
5-CAPITAL OUTLAY							
5707-511 VEHICLES	0	68,936	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	0	68,936	0	0	0	0	0
TOTAL 07 ANIMAL CONTROL	132,311	172,145	124,150	101,145	132,229	130,229	130,229

# Public Safety Clerical

General Fund

Public Safety Facility Division 57

Department 09

## Program Description

The Public Safety Department is responsible for the administrative and/or clerical duties as prescribed by the Chief of Police and the Fire Chief. It provides funds for maintenance of the Public Safety building as well as the custodial, janitorial and all utilities' costs.

### Performance Objectives

- Support the functions of the Police and Fire administration of the City of Stephenville.
- Provide good, prompt personal, face-to-face and phone assistance to citizens.
- Provide a safe, clean and healthful environment for employees and citizens.
- Prolong the useful life of major building components of the Stephenville Public Safety Building.



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EXPENDITURES	(----- 2015-2016 -----) (----- 2016-2017 -----) CURRENT Y-T-D + DEPARTMENT CITY ADMIN. COUNCIL BUDGET ENCUMBERED REQUESTED RECOMMENDED ADOPTED						
	2013-2014 ACTUAL	2014-2015 ACTUAL					
<u>09PUBLIC SAFETY CLERICAL</u>							
=====							
<u>1-PERSONNEL</u>							
5709-111 SALARIES	0	20,071	0	0	0	0	0
5709-112 OVERTIME	0	355	0	0	0	0	0
5709-113 PART TIME WAGES	0	8,884	10,400	7,249	10,400	10,400	10,400
5709-121 RETIREMENT	0	1,630	0	0	0	0	0
5709-122 SOCIAL SECURITY	0	1,400	796	576	796	796	796
5709-123 WORKER'S COMPENSATION	0	102	38	33	37	37	37
5709-125 GROUP INSURANCE	0	1,613	0	0	0	0	0
TOTAL 1-PERSONNEL	0	34,054	11,234	7,857	11,233	11,233	11,233
<u>2-CONTRACTUAL</u>							
5709-212 COMMUNICATIONS	0	5,961	6,300	4,865	6,500	6,500	6,500
5709-224 INSURANCE	0	1,579	1,601	1,486	1,445	1,445	1,445
5709-231 RENTAL	0	4,780	6,000	4,313	5,500	5,500	5,500
5709-251 UTILITIES	0	23,001	20,000	14,242	20,000	20,000	20,000
5709-260 PEST AND GERM CONTROL	0	213	420	166	420	420	420
5709-262 JANITORIAL SERVICE	0	252	1,500	0	1,500	1,500	1,500
TOTAL 2-CONTRACTUAL	0	35,785	35,821	25,072	35,365	35,365	35,365
<u>3-GENERAL SERVICES</u>							
5709-314 OFFICE SUPPLIES	0	3,929	7,500	2,951	7,500	7,500	7,500
5709-317 PHOTO & DUPLICATION	0	542	3,500	279	3,500	3,500	3,500
5709-321 JANITORIAL SUPPLIES	0	2,284	3,500	1,913	3,500	3,500	3,500
5709-333 COMPUTER SUPPLIES	0	66	1,500	0	1,500	1,500	1,500
TOTAL 3-GENERAL SERVICES	0	6,822	16,000	5,142	16,000	16,000	16,000
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5709-413 OFFICE EQUIPMENT MAINTENAN	0	76,548	50,000	59,025	90,000	90,000	90,000
5709-414 OTHER EQUIPMENT MAINTENANC	0	260	0	0	0	0	0
5709-421 BUILDING MAINTENANCE	0	26,875	30,000	20,183	10,000	10,000	10,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	0	103,683	80,000	79,209	100,000	100,000	100,000
<u>5-CAPITAL OUTLAY</u>							
5709-525 OTHER CONSTRUCTION	0	55,761	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	0	55,761	0	0	0	0	0
TOTAL 09PUBLIC SAFETY CLERICAL	0	236,105	143,055	117,280	162,598	162,598	162,598
TOTAL 7 POLICE DEPARTMENT	4,195,410	4,631,446	4,646,465	3,770,614	4,794,668	4,733,068	4,658,068
=====							

# Planning & Building Services

General Fund

Planning & Building Services Division 58

Department 01

## Program Description

Planning & Building Services provides planning, community development and building inspection services. Planning responsibilities include processing zoning changes, specific use permit requests, and abandonment requests; processing Board of Adjustment variance requests and reviewing and processing subdivision plats; providing administrative support for Planning and Zoning Commission and Board of Adjustment; providing information concerning subdivision regulations, zoning changes, census data, population changes and land use changes.

The Planning & Building Services includes Director of Community Development, Planning/GIS Tech, Building Inspectors and Code Enforcement Officer.

<b><u>Program Personnel</u></b>			
<b>Title</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>
Director of Planning & Building Services	1	1	1
Planning/GIS Tech	1	1	1
Building Official	0	1	1
	2	3	3

## **Performance Objectives**

- Provide satisfactory support to the Board of Adjustment, Planning and Zoning Commission, Plan Review Committee and the citizens of Stephenville in all zoning ordinance variance requests.
- Ensure that all property within the City is maintained according to City codes and ordinances.
- Achieve compliance with all applicable construction and zoning codes.
- File all reports in a timely manner.

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	2013-2014 ACTUAL	2014-2015 ACTUAL	(----- 2015-2016 -----) CURRENT BUDGET	(----- 2015-2016 -----) Y-T-D + ENCUMBERED	(----- 2015-2016 -----) DEPARTMENT REQUESTED	(----- 2016-2017 -----) CITY ADMIN. RECOMMENDED	(----- 2016-2017 -----) COUNCIL ADOPTED
<u>01 PLANNING/DEVELOPMENT ADMIN</u>							
<u>1-PERSONNEL</u>							
5801-111 SALARIES	122,455	93,166	198,013	80,680	201,299	135,636	135,636
5801-112 OVERTIME	496	0	0	0	0	0	0
5801-121 RETIREMENT	18,894	14,088	13,042	12,037	29,711	20,217	20,217
5801-122 SOCIAL SECURITY	9,482	7,201	6,894	5,802	15,721	10,697	10,697
5801-123 WORKER'S COMPENSATION	387	428	316	271	735	501	501
5801-125 GROUP INSURANCE	12,309	9,524	6,640	8,778	23,800	16,256	16,256
5801-126 CAR ALLOWANCE	0	1,950	3,600	2,400	3,600	3,600	3,600
TOTAL 1-PERSONNEL	164,024	126,356	228,505	109,968	274,866	186,907	186,907
<u>2-CONTRACTUAL</u>							
5801-211 POSTAGE	112	128	300	206	300	300	300
5801-212 COMMUNICATIONS	636	464	800	430	800	800	800
5801-213 PRINTING	183	929	100	201	100	100	100
5801-214 ADVERTISING & PUBLIC NOTIC	897	1,841	1,200	188	1,200	1,200	1,200
5801-215 TRAINING & EDUCATION	2,166	3,571	500	3,975	5,350	5,350	5,350
5801-224 INSURANCE	291	299	375	349	515	515	515
5801-252 DUES & SUBSCRIPTIONS	984	739	1,025	413	545	545	545
5801-253 OUTSIDE PROFESSIONALS	8,226	80,122	116,500	126,144	3,000	3,000	3,000
5801-254 SPECIAL SERVICES	3,436	909	3,000	4,066	7,500	7,500	7,500
TOTAL 2-CONTRACTUAL	16,929	89,003	123,800	135,972	19,310	19,310	19,310
<u>3-GENERAL SERVICES</u>							
5801-313 BOOKS & EDUCATIONAL MATERI	774	336	750	0	750	750	750
5801-314 OFFICE SUPPLIES	140	1,782	200	405	200	200	200
5801-317 PHOTO & DUPLICATION	77	203	50	181	50	50	50
5801-332 OPERATING SUPPLIES	0	2,027	300	1,385	300	300	300
5801-333 COMPUTER SUPPLIES	388	1,428	0	818	1,400	1,400	1,400
TOTAL 3-GENERAL SERVICES	1,378	5,776	1,300	2,789	2,700	2,700	2,700
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5801-413 OFFICE EQUIPMENT MAINTENAN	3,810	3,493	11,000	10,897	8,000	8,000	8,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	3,810	3,493	11,000	10,897	8,000	8,000	8,000
<u>5-CAPITAL OUTLAY</u>							
5801-513 OFFICE EQUIPMENT	0	37	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	0	37	0	0	0	0	0
TOTAL 01 PLANNING/DEVELOPMENT ADMIN	186,142	224,666	364,605	259,625	304,876	216,917	216,917

# Inspections

General Fund

Community Development Division 58

Department 02

## Program Description

The Inspections Department responsibilities include processing applications for construction and remodeling of structures; processing sign applications and demolition permits; and inspecting construction plans and structures to ensure compliance with building codes. These personnel also investigate zoning violations and any City Code violations.

### Program Personnel

Title	2014-2015	2015-2016	2016-2017
Building Inspector	2	1	1
Permit Clerk	0	1	1
	<u>2</u>	<u>2</u>	<u>2</u>

### Performance Objectives

- Process building permit applications, inspections, and verifications and perform inspections in a timely manner.
- Achieve compliance with all applicable construction and zoning codes.
- Complete inspections of new construction in a timely manner.
- File all reports in a timely manner.

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	2013-2014	2014-2015	(----- 2015-2016 -----)	(----- 2016-2017 -----)			
EXPENDITURES	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>02 INSPECTIONS</u>							
=====							
<u>1-PERSONNEL</u>							
5802-111 SALARIES	76,637	83,425	91,880	89,699	80,597	146,260	146,260
5802-112 OVERTIME	1,037	4,453	300	438	300	300	300
5802-121 RETIREMENT	11,933	13,023	13,341	13,139	11,696	21,190	21,190
5802-122 SOCIAL SECURITY	5,774	6,629	7,052	6,728	6,189	11,212	11,212
5802-123 WORKER'S COMPENSATION	375	433	732	658	656	891	891
5802-125 GROUP INSURANCE	12,847	12,214	13,280	12,848	15,088	22,632	22,632
TOTAL 1-PERSONNEL	108,604	120,177	126,585	123,511	114,526	202,485	202,485
<u>2-CONTRACTUAL</u>							
5802-211 POSTAGE	707	228	800	250	800	500	500
5802-212 COMMUNICATIONS	734	1,070	800	1,256	800	800	800
5802-213 PRINTING	13	388	200	0	200	200	200
5802-215 TRAINING & EDUCATION	501	592	500	0	2,800	2,800	2,800
5802-224 INSURANCE	737	773	1,311	1,285	1,250	1,250	1,250
5802-252 DUES & SUBSCRIPTIONS	301	110	0	0	485	485	485
5802-253 OUTSIDE PROFESSIONALS	30,278	14,534	34,000	33,797	30,000	30,000	30,000
5802-254 SPECIAL SERVICES	37,243	9,973	7,500	162	30,000	30,000	30,000
5802-255.000T TORNADO DAMAGE CLAIMS	0	0	0	435	0	0	0
TOTAL 2-CONTRACTUAL	70,513	27,667	45,111	37,186	66,335	66,035	66,035
<u>3-GENERAL SERVICES</u>							
5802-313 BOOKS & EDUCATIONAL MATERI	5,584	5,223	500	0	500	500	500
5802-314 OFFICE SUPPLIES	803	210	200	1,097	200	200	200
5802-323 GAS & OIL	1,307	653	1,000	379	1,000	1,000	1,000
5802-332 OPERATING SUPPLIES	0	202	50	0	50	50	50
5802-333 COMPUTER SUPPLIES	953	3,528	250	317	2,600	2,600	2,600
TOTAL 3-GENERAL SERVICES	8,646	9,815	2,000	1,793	4,350	4,350	4,350
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5802-411.0140 2008 CHEVY COLORADO	658	26	500	0	500	500	500
5802-411.0141 2009 FORD RANGER	0	0	0	132	0	0	0
5802-411.0142 2015 CHEVROLET COLORADO	0	( 17)	500	0	500	500	500
5802-413 OFFICE EQUIPMENT MAINTENAN	0	0	250	0	250	250	250
5802-414 OTHER EQUIPMENT MAINTENANC	0	0	250	0	250	250	250
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	658	9	1,500	132	1,500	1,500	1,500
<u>5-CAPITAL OUTLAY</u>							
5802-511 VEHICLES	0	20,264	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	0	20,264	0	0	0	0	0
TOTAL 02 INSPECTIONS	188,422	177,931	175,196	162,622	186,711	274,370	274,370

# Code Compliance

General Fund

Community Development Division 58

Department 03

## Program Description

Code Compliance provides inspection processing and review for compliance with the Health and Sanitation Ordinance adopted by the City. This ordinance provides protection for the citizens of Stephenville for conditions which are detrimental to their health and safety through enforcement of environmental and consumer health-related statutes.

### Program Personnel

Title	2014-2015	2015-2016	2016-2017
Code Compliance Officer	1	1	1
	1	1	1

### Performance Objectives

- Ensure that all commercial food service establishments operate within State and local standards.
- Ensure that all property within the City is maintained according to City codes and ordinances.
- Achieve compliance with all applicable construction and zoning codes.
- File all reports in a timely manner.

01 -GENERAL FUND  
DIVISION - 8 COMMUNITY DEVELOPMENT

EXPENDITURES	(----- 2015-2016 -----) (----- 2016-2017 -----) CURRENT Y-T-D + DEPARTMENT CITY ADMIN. COUNCIL BUDGET ENCUMBERED REQUESTED RECOMMENDED ADOPTED						
	2013-2014 ACTUAL	2014-2015 ACTUAL					
<u>03 CODE ENFORCEMENT</u>							
=====							
<u>1-PERSONNEL</u>							
5803-111 SALARIES	21,975	30,595	32,748	28,080	35,453	35,453	35,453
5803-112 OVERTIME	487	0	0	0	0	0	0
5803-121 RETIREMENT	3,460	4,534	4,740	4,124	5,126	5,126	5,126
5803-122 SOCIAL SECURITY	1,682	2,266	2,505	2,201	2,712	2,712	2,712
5803-123 WORKERS' COMPENSATION	151	153	260	234	287	287	287
5803-125 GROUP INSURANCE	4,259	6,367	6,640	5,446	7,544	7,544	7,544
TOTAL 1-PERSONNEL	32,015	43,915	46,893	40,085	51,122	51,122	51,122
<u>2-CONTRACTUAL</u>							
5803-211 POSTAGE	1,701	763	5,000	327	5,000	2,000	2,000
5803-212 COMMUNICATIONS	507	511	600	398	600	600	600
5803-213 PRINTING	13	13	200	0	200	200	200
5803-215 TRAINING & EDUCATION	513	1,207	1,050	0	2,052	2,052	2,052
5803-224 INSURANCE	346	365	438	426	460	460	460
5803-252 DUES & SUBSCRIPTIONS	0	222	115	50	55	55	55
5803-253 OUTSIDE PROFESSIONAL	1,200	1,200	1,200	1,000	1,200	1,200	1,200
5803-254 SPECIAL SERVICES	7,167	24,863	17,000	2,437	25,000	25,000	25,000
TOTAL 2-CONTRACTUAL	11,447	29,143	25,603	4,638	34,567	31,567	31,567
<u>3-GENERAL SERVICES</u>							
5803-314 OFFICE SUPPLIES	62	273	200	252	200	200	200
5803-323 GAS & OIL	727	193	1,000	122	1,000	1,000	1,000
5803-333 COMPUTER SUPPLIES	0	77	250	116	2,680	2,680	2,680
TOTAL 3-GENERAL SERVICES	789	543	1,450	490	3,880	3,880	3,880
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5803-411.0141 2005 CHEVY S10 BLAZER	122	283	500	0	500	500	500
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	122	283	500	0	500	500	500
<u>5-CAPITAL OUTLAY</u>							
TOTAL 03 CODE ENFORCEMENT	44,372	73,885	74,446	45,212	90,069	87,069	87,069
TOTAL 8 COMMUNITY DEVELOPMENT	418,936	476,482	614,247	467,459	581,656	578,356	578,356
=====							
FUND TOTAL EXPENDITURES	12,284,410	13,295,766	14,882,835	12,535,976	13,353,717	13,257,142	13,982,142
=====							
REVENUES OVER/(UNDER) EXPENDITURES	1,096,664	1,151,881	( 1,688,382)	( 111,049)	( 262,255)	( 165,680)	( 163,492)
=====							



# UTILITY FUND





PROPOSED

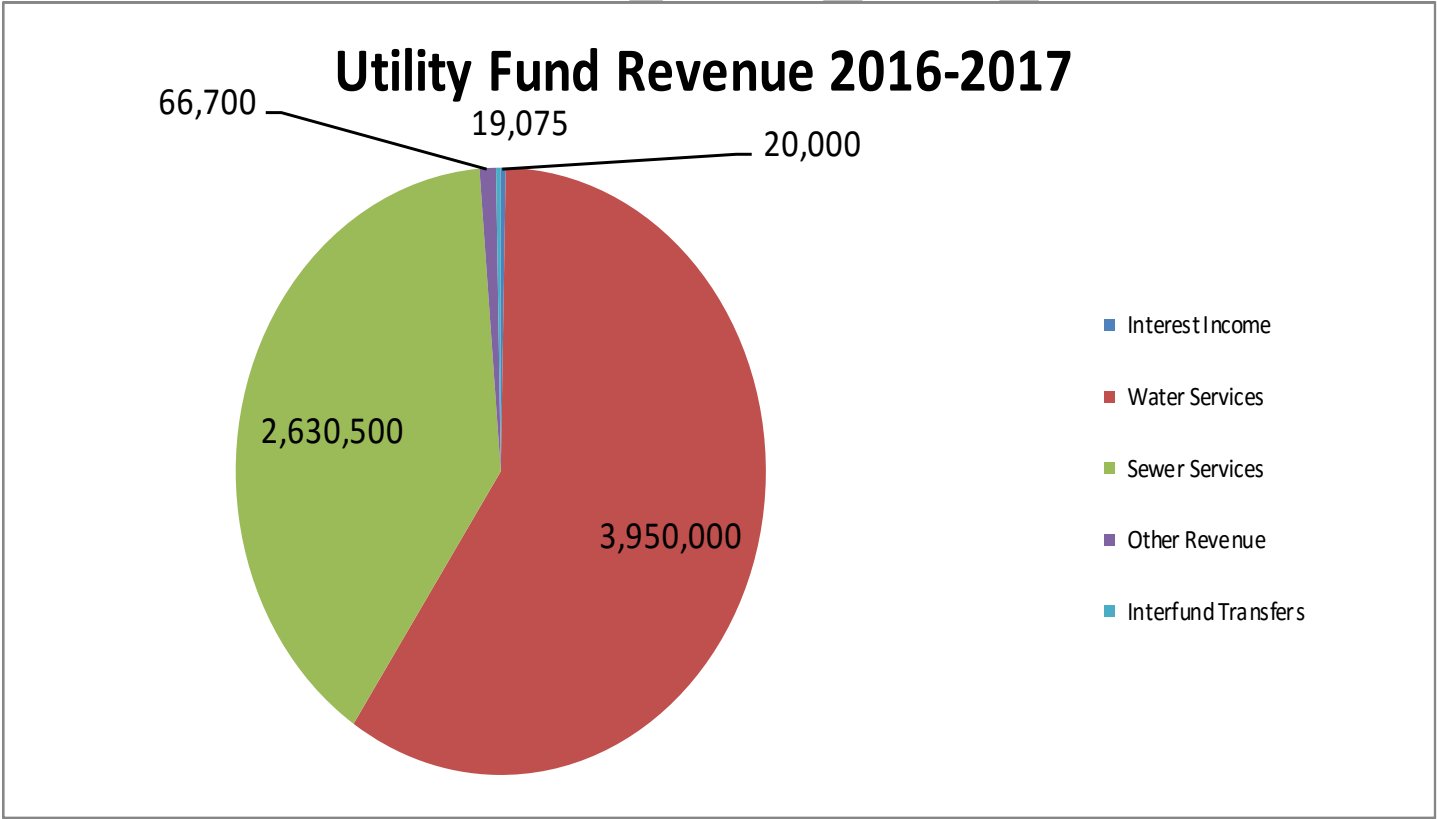
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# Utility Fund

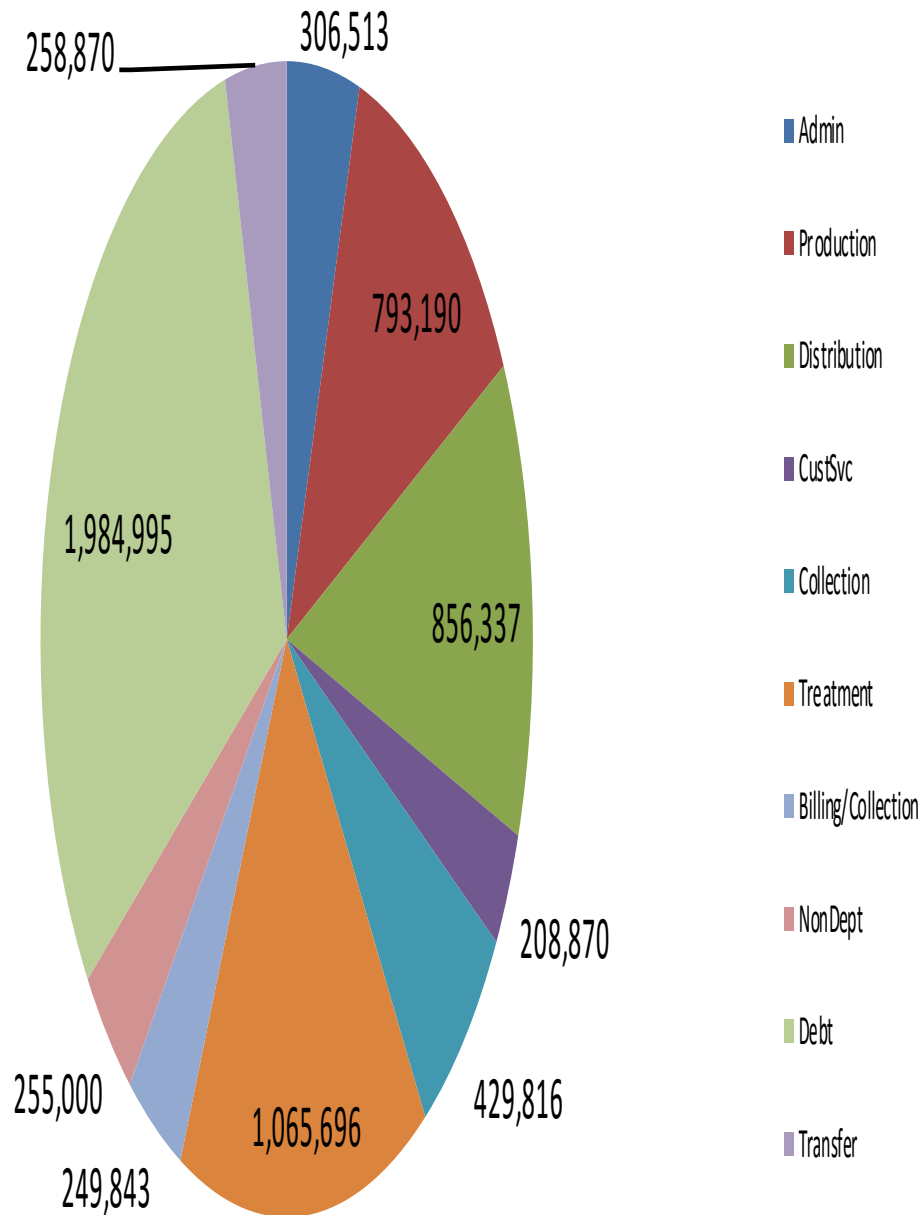
The Utility Fund is an Enterprise Fund of the City. Enterprise Funds are used to account for those operations that are financed and operated in a manner similar to private business enterprises. The intent is that the costs of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges.

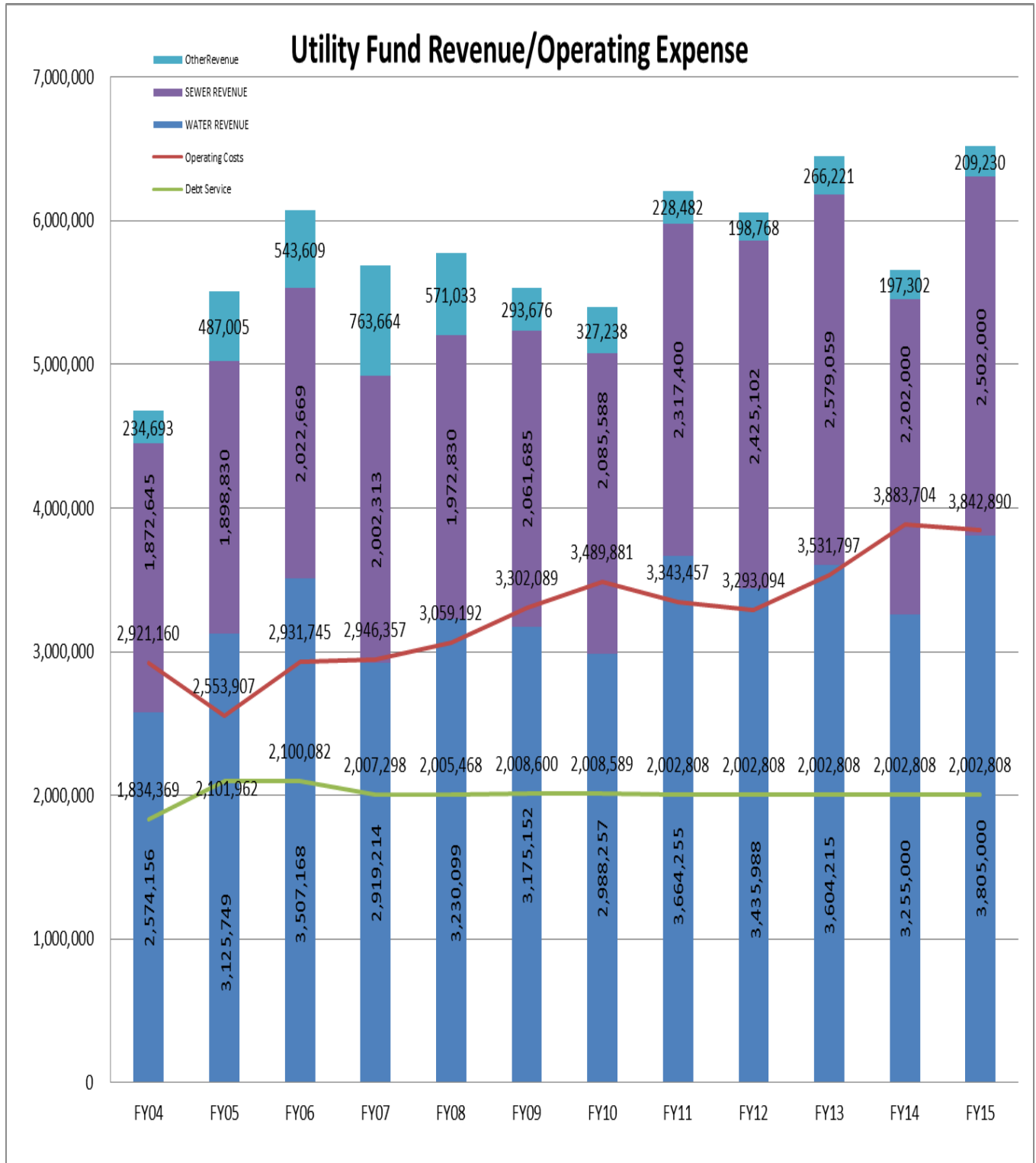
Services provided by the Utility Fund include utility administration, water production and distribution, wastewater collection and treatment, utility customer service (meter reading) and utility billing and collections.

The Fund’s source of revenue is the charge for water and sewer services. Utility rates are set by the City Council.



## Utility Fund Expenditures 2016-2017





02 -WATER AND WASTEWATER FUND  
FUND FINANCIAL SUMMARY

	2013-2014 ACTUAL	2014-2015 ACTUAL	(----- 2015-2016 -----) CURRENT BUDGET	Y-T-D + ENCUMBERED	(----- 2016-2017 -----) DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>REVENUE SUMMARY</u>							
ALL REVENUE	6,678,376	6,704,807	6,557,275	5,599,627	6,669,775	6,669,775	6,669,775
FUND TOTAL REVENUES	6,678,376	6,704,807	6,557,275	5,599,627	6,669,775	6,669,775	6,669,775
<u>EXPENDITURE SUMMARY</u>							
ALL EXPENDITURES	3,758,387	5,642,408	7,425,628	6,491,861	6,484,380	6,409,130	6,409,130
FUND TOTAL EXPENDITURES	3,758,387	5,642,408	7,425,628	6,491,861	6,484,380	6,409,130	6,409,130
REVENUES OVER/ (UNDER) EXPENDITURES	2,919,989	1,062,399	( 868,353)	( 892,234)	185,395	260,645	260,645
<u>REVENUE SUMMARY</u>							
4 SERVICE CHARGES	6,507,894	6,463,212	6,503,000	5,524,264	6,601,000	6,601,000	6,601,000
5 OTHER REVENUE	170,482	241,595	54,275	75,363	68,775	68,775	68,775
FUND TOTAL REVENUES	6,678,376	6,704,807	6,557,275	5,599,627	6,669,775	6,669,775	6,669,775
<u>REVENUES</u>							
<u>4 SERVICE CHARGES</u>							
4451 WATER SALES	3,698,805	3,517,517	3,800,000	3,068,078	3,800,000	3,800,000	3,800,000
4452 WASTEWATER CHARGES	2,590,482	2,602,862	2,500,000	2,274,536	2,600,000	2,600,000	2,600,000
4453 PENALTY BILLING	100,566	98,843	100,000	80,484	100,000	100,000	100,000
4454 TRANSFER CHARGES	4,360	5,220	4,000	4,040	4,000	4,000	4,000
4455 CONNECTION CHARGES	35,040	37,442	31,000	29,331	31,000	31,000	31,000
4456 SERVICE CHARGES	17,560	20,627	10,000	14,074	10,000	10,000	10,000
4457 BILLING ADJUSTMENTS	( 57,617)	41,983	( 25,000)	( 23,990)	( 35,000)	( 35,000)	( 35,000)
4458 DELINQUENT CHARGES	50,220	52,420	40,000	35,090	40,000	40,000	40,000
4459 PRO-RATA/MISCELLANEOUS	45,753	17,793	20,000	6,077	20,000	20,000	20,000
4460 STREET CUTS & RESTORATION	10,003	14,978	10,000	9,814	10,000	10,000	10,000
4461 WATER TAPS	11,361	43,193	10,000	16,855	15,000	15,000	15,000
4462 SEWER TAPS	300	9,274	2,000	9,175	5,000	5,000	5,000
4465 PERMITS	1,060	1,060	1,000	700	1,000	1,000	1,000
TOTAL 4 SERVICE CHARGES	6,507,894	6,463,212	6,503,000	5,524,264	6,601,000	6,601,000	6,601,000
<u>5 OTHER REVENUE</u>							
4501 INTEREST ON INVESTMENTS	1,236	1,888	7,000	22,078	19,500	19,500	19,500
4501.000A INTEREST ON CHECKING ACCOU	2,325	2,531	500	1,954	500	500	500
4510 SALE OF CITY EQUIPMENT	0	20,000	0	0	0	0	0
4520 INSURANCE PROCEEDS	0	2,000	0	0	0	0	0
4520.000H INSURANCE PROCEEDS-HAIL DA	0	2,852	0	0	0	0	0
4535 LEASES	7,207	6,432	7,200	811	7,200	7,200	7,200
4540 INSUFFICIENT CHECK CHARGES	0	30	0	0	0	0	0
4541 MISCELLANEOUS	127,534	7,627	500	4,265	500	500	500
4545 OVER - SHORT	40	17	0	( 26)	0	0	0
4590 ADMINISTRATIVE FEE	10,536	10,536	19,075	8,780	19,075	19,075	19,075
4591 GRANT PROCEEDS	0	162,316	0	14,085	0	0	0
4595 CREDIT CARD FEES	12,635	14,322	12,000	12,183	12,000	12,000	12,000
4596 WEB CREDIT CARD FEES	8,970	11,044	8,000	11,232	10,000	10,000	10,000
TOTAL 5 OTHER REVENUE	170,482	241,595	54,275	75,363	68,775	68,775	68,775
FUND TOTAL REVENUES	6,678,376	6,704,807	6,557,275	5,599,627	6,669,775	6,669,775	6,669,775

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2016

PAGE:

02 -WATER AND WASTEWATER FUND  
DIVISION FINANCIAL SUMMARY

	2013-2014 ACTUAL	2014-2015 ACTUAL	(----- 2015-2016 -----) CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	2016-2017 CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>EXPENDITURE SUMMARY</u>							
O WATER DEPARTMENT =====							
<u>00 UTILITIES ADMINISTRATION</u>							
1-PERSONNEL	113,172	180,296	275,016	198,019	287,048	287,048	287,048
2-CONTRACTUAL	65,535	22,916	733,425	793,982	17,565	17,565	17,565
3-GENERAL SERVICES	306	2,421	400	740	400	400	400
4-MACHINE & EQUIPMENT MAI	0	0	4,500	0	4,500	1,500	1,500
TOTAL 00 UTILITIES ADMINISTRATION	179,012	205,633	1,013,341	992,740	309,513	306,513	306,513
<u>01 WATER PRODUCTION</u>							
1-PERSONNEL	208,475	214,620	215,785	176,371	220,570	220,570	220,570
2-CONTRACTUAL	428,452	453,124	444,897	371,833	442,700	432,700	432,700
3-GENERAL SERVICES	15,120	9,863	15,120	6,130	15,120	12,620	12,620
4-MACHINE & EQUIPMENT MAI	187,520	152,939	227,300	255,942	129,050	127,300	127,300
TOTAL 01 WATER PRODUCTION	839,567	830,545	903,102	810,277	807,440	793,190	793,190
<u>02 WATER DISTRIBUTION</u>							
1-PERSONNEL	322,130	276,561	345,856	250,597	359,217	359,217	359,217
2-CONTRACTUAL	159,784	146,928	186,050	95,657	185,945	185,945	185,945
3-GENERAL SERVICES	36,198	28,750	42,875	24,263	42,875	34,875	34,875
4-MACHINE & EQUIPMENT MAI	101,440	110,373	126,300	94,187	276,300	276,300	276,300
TOTAL 02 WATER DISTRIBUTION	619,551	562,611	701,081	464,704	864,337	856,337	856,337
<u>03 CUSTOMER SERVICE</u>							
1-PERSONNEL	153,867	158,262	166,303	135,089	173,510	173,510	173,510
2-CONTRACTUAL	6,319	4,619	4,134	4,357	4,560	4,560	4,560
3-GENERAL SERVICES	16,995	13,050	18,050	4,319	14,050	14,050	14,050
4-MACHINE & EQUIPMENT MAI	27,711	13,700	17,250	11,849	16,750	16,750	16,750
5-CAPITAL OUTLAY	0	0	44,000	46,070	0	0	0
TOTAL 03 CUSTOMER SERVICE	204,892	189,631	249,737	201,684	208,870	208,870	208,870
TOTAL O WATER DEPARTMENT	1,843,022	1,788,420	2,867,261	2,469,406	2,190,160	2,164,910	2,164,910
=====							
1 WASTEWATER DEPARTMENT =====							
<u>01 WASTEWATER COLLECTION</u>							
1-PERSONNEL	198,559	247,711	256,927	243,913	320,561	320,561	320,561
2-CONTRACTUAL	54,323	8,549	77,115	76,895	8,355	8,355	8,355
3-GENERAL SERVICES	27,404	19,396	23,000	10,684	21,000	21,000	21,000
4-MACHINE & EQUIPMENT MAI	31,448	43,009	106,400	22,305	129,900	79,900	79,900
5-CAPITAL OUTLAY	0	0	79,900	79,811	0	0	0
TOTAL 01 WASTEWATER COLLECTION	311,734	318,665	543,342	433,608	479,816	429,816	429,816
<u>02 WASTEWATER TREATMENT</u>							
2-CONTRACTUAL	845,701	900,309	896,656	895,776	965,696	965,696	965,696
4-MACHINE & EQUIPMENT MAI	81,212	150,943	100,000	130,762	100,000	100,000	100,000
5-CAPITAL OUTLAY	0	0	25,000	24,955	0	0	0
TOTAL 02 WASTEWATER TREATMENT	926,913	1,051,252	1,021,656	1,051,493	1,065,696	1,065,696	1,065,696
TOTAL 1 WASTEWATER DEPARTMENT	1,238,647	1,369,917	1,564,998	1,485,101	1,545,512	1,495,512	1,495,512
=====							
2 BILLING AND COLLECTIONS =====							
<u>01 UTILITY BILLING &amp; COLLECTIO</u>							
1-PERSONNEL	89,842	98,198	105,004	86,927	104,163	104,163	104,163
2-CONTRACTUAL	67,111	64,843	91,305	75,529	97,480	97,480	97,480
3-GENERAL SERVICES	26,563	28,022	23,200	25,538	23,200	23,200	23,200
4-MACHINE & EQUIPMENT MAI	17,805	41,066	20,000	20,967	25,000	25,000	25,000
TOTAL 01 UTILITY BILLING & COLLECT	201,320	232,129	239,509	208,961	249,843	249,843	249,843
TOTAL 2 BILLING AND COLLECTIONS	201,320	232,129	239,509	208,961	249,843	249,843	249,843

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2016

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02 -WATER AND WASTEWATER FUND  
DIVISION FINANCIAL SUMMARY

	2013-2014 ACTUAL	2014-2015 ACTUAL	(----- 2015-2016 -----)	(----- 2016-2017 -----)			
			CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
9 NON DEPARTMENTAL							
01 NON DEPARTMENTAL							
5-CAPITAL OUTLAY	1,374,319	1,483,457	0	( 92,573)	0	0	0
6-BANK CHARGES	6,490	0	0	148	0	0	0
7-DEBT SERVICE	398,609	307,117	2,239,990	2,043,547	1,984,995	1,984,995	1,984,995
8-NOT USED	( 1,304,020)	461,367	513,870	377,270	513,870	513,870	513,870
TOTAL 01 NON DEPARTMENTAL	475,398	2,251,941	2,753,860	2,328,393	2,498,865	2,498,865	2,498,865
TOTAL 9 NON DEPARTMENTAL	475,398	2,251,941	2,753,860	2,328,393	2,498,865	2,498,865	2,498,865
FUND TOTAL EXPENDITURES	3,758,387	5,642,408	7,425,628	6,491,861	6,484,380	6,409,130	6,409,130
REVENUES OVER/ (UNDER) EXPENDITURES	2,919,989	1,062,399	( 868,353)	( 892,234)	185,395	260,645	260,645

# Utility Administration

Utility Fund

Administrative Services

Division 60

## Program Description

The Utilities Administration Department directs and coordinates the activities of the water, wastewater and landfill services of the City of Stephenville. Planning, research, hiring, discipline, training, budgeting and personnel functions are conducted by administration.

### Program Personnel

Title	2014-2015	2015-2016	2016-2017
Utilities Director	1	1	1
Engineer	0	1	1
Administrative Assistant	1	1	1
	<u>2</u>	<u>3</u>	<u>3</u>

### Performance Objectives

- Develop and maintain quality utility programs and innovative services that are administered in a friendly, helpful manner.
- Respond to customer requests and issues quickly and fairly, with the intention of satisfying each customer.
- Increase the public awareness of utility issues and topics through proactive communication with citizens.
- Deliver superior utility services to the citizens of Stephenville.



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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2016

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02 -WATER AND WASTEWATER FUND  
DIVISION - O WATER DEPARTMENT

	2013-2014 ACTUAL	2014-2015 ACTUAL	(----- 2015-2016 -----) CURRENT BUDGET	Y-T-D + ENCUMBERED	(----- 2016-2017 -----) DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>00 UTILITIES ADMINISTRATION</u>							
<u>1-PERSONNEL</u>							
5000-111 SALARIES	85,640	132,445	210,923	146,885	211,684	211,684	211,684
5000-121 RETIREMENT	12,799	19,370	26,127	21,683	31,126	31,126	31,126
5000-122 SOCIAL SECURITY	6,333	9,839	13,810	11,403	16,469	16,469	16,469
5000-123 WORKER'S COMPENSATION	1,977	2,456	636	572	770	770	770
5000-125 GROUP INSURANCE	6,423	12,466	19,920	14,596	23,399	23,399	23,399
5000-126 CAR ALLOWANCE	0	3,720	3,600	2,880	3,600	3,600	3,600
TOTAL 1-PERSONNEL	113,172	180,296	275,016	198,019	287,048	287,048	287,048
<u>2-CONTRACTUAL</u>							
5000-211 POSTAGE	42	75	100	19	100	100	100
5000-212 COMMUNICATIONS	632	731	750	836	750	750	750
5000-214 ADVERTISING	37	0	0	0	0	0	0
5000-215 TRAINING & EDUCATION	3,774	3,854	5,700	6,558	5,700	5,700	5,700
5000-224 INSURANCE	145	150	375	306	515	515	515
5000-252 DUES & SUBSCRIPTION	501	316	500	535	500	500	500
5000-253 OUTSIDE PROFESSIONAL	60,405	17,790	726,000	785,726	10,000	10,000	10,000
TOTAL 2-CONTRACTUAL	65,535	22,916	733,425	793,982	17,565	17,565	17,565
<u>3-GENERAL SERVICES</u>							
5000-314 OFFICE SUPPLIES	35	143	100	187	100	100	100
5000-317 PHOTO & DUPLICATION	0	43	0	77	0	0	0
5000-333 COMPUTER SUPPLIES	270	2,235	300	476	300	300	300
TOTAL 3-GENERAL SERVICES	306	2,421	400	740	400	400	400
<u>4-MACHINE &amp; EQUIPMENT MAINTENANCE</u>							
5000-413 OFFICE EQUIPMENT MAINTENANCE	0	0	4,500	0	4,500	1,500	1,500
TOTAL 4-MACHINE & EQUIPMENT MAINTENANCE	0	0	4,500	0	4,500	1,500	1,500
TOTAL 00 UTILITIES ADMINISTRATION	179,012	205,633	1,013,341	992,740	309,513	306,513	306,513

# Water Production

Utility Fund

Water Operations Division 50

Department 01

## Program Description

The Water Production Division is primarily responsible for producing safe and acceptable water in accordance with State and Federal health standards.

The water production activity is responsible for operating and maintaining water wells, storage tanks, instrumentation and the pumping of potable water to the residents of the City of Stephenville.

### Program Personnel

Title	2014-2015	2015-2016	2016-2017
Water Plant Supervisor	1	1	1
Plant Operators	2	2	2
	3	3	3

### Performance Objectives

- Provide a safe drinking source for the Stephenville community.
- Stay abreast of the changing regulations to meet the new drinking standards.
- Continually upgrade the existing facilities to meet regulatory requirements, maintain quality service and meet the community's water-use needs.
- Operate facilities in a cost efficient manner to minimize water rate increases.

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2016

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02 -WATER AND WASTEWATER FUND  
DIVISION - O WATER DEPARTMENT

EXPENDITURES	2013-2014	2014-2015	(----- 2015-2016 -----)		(----- 2016-2017 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
01 WATER PRODUCTION							
=====							
1-PERSONNEL							
5001-111 SALARIES	131,521	136,088	137,447	112,069	139,008	139,008	139,008
5001-112 OVERTIME	12,073	13,065	12,000	8,390	12,000	12,000	12,000
5001-114 ON-CALL PAY	5,050	4,670	3,440	3,620	3,440	3,440	3,440
5001-115 INCENTIVE PAY	2,414	2,530	2,520	2,055	2,520	2,520	2,520
5001-121 RETIREMENT	22,948	23,176	22,492	18,254	22,694	22,694	22,694
5001-122 SOCIAL SECURITY	11,153	11,832	11,889	9,921	12,008	12,008	12,008
5001-123 WORKER'S COMPENSATION	3,636	3,832	6,077	5,461	6,268	6,268	6,268
5001-125 GROUP INSURANCE	19,681	19,428	19,920	16,601	22,632	22,632	22,632
TOTAL 1-PERSONNEL	208,475	214,620	215,785	176,371	220,570	220,570	220,570
2-CONTRACTUAL							
5001-211 POSTAGE	417	135	100	322	100	100	100
5001-212 COMMUNICATIONS	3,937	3,949	3,800	3,376	4,000	4,000	4,000
5001-215 TRAINING & EDUCATION	1,015	544	1,500	1,165	1,500	1,500	1,500
5001-224 INSURANCE	9,379	10,094	10,547	10,508	10,500	10,500	10,500
5001-251 UTILITIES	237,924	192,832	210,000	117,780	210,000	200,000	200,000
5001-252 DUES & SUBSCRIPTIONS	360	360	700	360	700	700	700
5001-253 OUTSIDE PROFESSIONALS	0	0	30,000	0	0	0	0
5001-254 SPECIAL SERVICES-ULRMWD	152,004	223,155	168,000	215,600	195,000	195,000	195,000
5001-258 STATE FEES	22,504	21,202	20,000	22,085	20,000	20,000	20,000
5001-260 PEST AND GERM CONTROL	912	852	250	639	900	900	900
TOTAL 2-CONTRACTUAL	428,452	453,124	444,897	371,833	442,700	432,700	432,700
3-GENERAL SERVICES							
5001-314 OFFICE SUPPLIES	479	92	20	51	20	20	20
5001-316 WEARING APPAREL	1,249	1,346	1,800	1,191	1,800	1,800	1,800
5001-317 PHOTO & DUPLICATION	0	0	0	90	0	0	0
5001-318 SMALL TOOLS	145	80	300	93	300	300	300
5001-323 GAS & OIL	11,059	7,453	12,500	4,118	12,500	10,000	10,000
5001-332 OTHER SUPPLIES	2,188	891	500	587	500	500	500
TOTAL 3-GENERAL SERVICES	15,120	9,863	15,120	6,130	15,120	12,620	12,620
4-MACHINE & EQUIPMENT MAINTENA							
5001-411 VEHICLE MAINTENANCE	25	3	0	0	1,000	1,000	1,000
5001-411.0073 2005 CHEVY MID-SIZE PICKUP	0	0	250	0	250	0	0
5001-411.0085 2005 CHEVY MID-SIZE PICK-U	0	0	250	0	250	0	0
5001-411.0133 2008 CHEVY COLORADO PICK U	131	0	500	0	500	0	0
5001-411.0137 2012 FORD F-150 PICK UP	153	657	0	516	250	0	0
5001-411.0138 2012 FORD F-150 PICK UP	171	438	0	390	250	0	0
5001-411.0330 2014 FORD F-150 1/2 TON	120	286	0	832	250	0	0
5001-412.0087 '98 CASE TRACTOR	438	1,335	300	13	300	300	300
5001-414 OTHER EQUIPMENT MAINTENANC	1,141	3,814	1,000	1,001	1,000	1,000	1,000
5001-423 WATER FACILITY MAINTENANCE	185,341	146,405	225,000	253,191	125,000	125,000	125,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	187,520	152,939	227,300	255,942	129,050	127,300	127,300
5-CAPITAL OUTLAY							
-----							
TOTAL 01 WATER PRODUCTION	839,567	830,545	903,102	810,277	807,440	793,190	793,190

# Water Distribution

Utility Fund

Water Operations Division 50

Department 02

## Program Description

Water Distribution is responsible for routine inspection of water distribution lines; installation of water taps and meters; rehabilitation and replacement of damaged or inefficient water lines; meters; fire hydrants and valves. The Department takes routine water samples to test the safety and efficiency of the system. The Department will continue to maintain water system lines and equipment as well as continue to recognize, follow and meet all Environmental Protection Agency and Safe Drinking Water Act regulations.

### Program Personnel

Title	2014-2015	2015-2016	2016-2017
Crew Leader	2	2	2
Heavy Equipment Operator	1	1	1
Light Equipment Operator	2	3	3
Laborer II	1	0	0
	6	6	6

### Performance Objectives

- Ensure safe, efficient delivery of water to the Stephenville community.
- Maintain highest standard of water quality, meeting EPA and TCEQ standards.
- Minimize system losses due to aged infrastructure.
- Enhance customer service through efficient service.
- Maintain the City's fire hydrants through installation of new hydrants and repair and replacement of existing ones.

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CITY OF STEPHENVILLE  
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DIVISION - O WATER DEPARTMENT

EXPENDITURES	2013-2014	2014-2015	----- 2015-2016 -----		----- 2016-2017 -----		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<b>02 WATER DISTRIBUTION</b>							
<b>=====</b>							
<b>1-PERSONNEL</b>							
5002-111 SALARIES	215,479	187,865	227,925	166,700	233,814	233,814	233,814
5002-112 OVERTIME	5,790	5,091	9,500	5,989	9,500	9,500	9,500
5002-114 ON CALL PAY	3,250	2,190	3,480	1,840	3,480	3,480	3,480
5002-115 INCENTIVE PAY	2,891	2,891	2,880	2,348	2,880	2,880	2,880
5002-121 RETIREMENT	34,767	29,428	35,283	25,672	36,098	36,098	36,098
5002-122 SOCIAL SECURITY	17,043	14,807	18,650	13,618	19,100	19,100	19,100
5002-123 WORKER'S COMPENSATION	4,928	5,896	8,299	7,585	8,680	8,680	8,680
5002-125 GROUP INSURANCE	37,981	28,392	39,839	26,845	45,665	45,665	45,665
TOTAL 1-PERSONNEL	322,130	276,561	345,856	250,597	359,217	359,217	359,217
<b>2-CONTRACTUAL</b>							
5002-211 POSTAGE	181	21	150	370	150	150	150
5002-212 COMMUNICATIONS	1,488	1,711	1,700	1,223	1,700	1,700	1,700
5002-215 TRAINING & EDUCATION	2,273	1,060	2,000	1,206	2,000	2,000	2,000
5002-224 INSURANCE	3,988	3,653	4,180	4,059	4,075	4,075	4,075
5002-231 RENTAL	0	324	100	100	100	100	100
5002-251 UTILITIES	135,151	130,916	135,000	75,388	135,000	135,000	135,000
5002-252 DUES & SUBSCRIPTIONS	600	480	720	600	720	720	720
5002-253 OUTSIDE PROFESSIONALS	12,602	8,741	10,000	6,580	10,000	10,000	10,000
5002-254 SPECIAL SERVICES	0	0	32,200	6,130	32,200	32,200	32,200
5002-255 DAMAGE CLAIMS	3,500	22	0	0	0	0	0
TOTAL 2-CONTRACTUAL	159,784	146,928	186,050	95,657	185,945	185,945	185,945
<b>3-GENERAL SERVICES</b>							
5002-312 CHEMICALS	15,518	12,212	20,000	10,465	20,000	15,000	15,000
5002-314 OFFICE SUPPLIES	167	36	100	394	100	100	100
5002-316 WEARING APPAREL	2,795	1,937	3,775	2,017	3,775	3,775	3,775
5002-318 SMALL TOOLS	4,967	1,480	1,500	1,625	1,500	1,500	1,500
5002-323 GAS & OIL	11,147	10,395	15,000	7,811	15,000	12,000	12,000
5002-332 OTHER SUPPLIES	1,604	2,689	2,500	1,952	2,500	2,500	2,500
TOTAL 3-GENERAL SERVICES	36,198	28,750	42,875	24,263	42,875	34,875	34,875
<b>4-MACHINE &amp; EQUIPMENT MAINTENA</b>							
5002-411 VEHICLE MAINTENANCE	0	0	100	0	100	100	100
5002-411.0080 '73 CHEVY 1-TON #80	15	833	500	16	500	500	500
5002-411.0086 '03 CHEVY DUMP TRUCK	464	333	1,500	2,119	1,500	1,500	1,500
5002-411.0088 2005 FORD 3/4 TON - UNIT#8	446	0	500	0	500	500	500
5002-411.0139 2013 DODGE RAM 1500 1/2 TON	158	169	500	377	500	500	500
5002-411.0230 2013 FORD F-250 3/4 TON	330	778	500	329	500	500	500
5002-411.0331 2014 FORD F-250 3/4 TON TR	120	192	0	111	0	0	0
5002-412 MACHINERY MAINTENANCE	2,001	1,834	2,000	944	2,000	2,000	2,000
5002-412.0089 AIR COMPRESSOR 99 INGLESOR	116	0	200	132	200	200	200
5002-412.0580 2003 CASE BACKHOE	1,974	135	2,500	880	2,500	2,500	2,500
5002-414 GENERATOR MAINTENANCE	3,420	4,100	3,000	3,679	3,000	3,000	3,000
5002-423 WATER FACILITY MAINTENANCE	92,396	101,999	115,000	85,600	265,000	265,000	265,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	101,440	110,373	126,300	94,187	276,300	276,300	276,300
<b>5-CAPITAL OUTLAY</b>							
<b>TOTAL 02 WATER DISTRIBUTION</b>	<b>619,551</b>	<b>562,611</b>	<b>701,081</b>	<b>464,704</b>	<b>864,337</b>	<b>856,337</b>	<b>856,337</b>

# Customer Service

Utility Fund

Water Operations Division 50

Department 03

## Program Description

The Customer Service Division is responsible for the accurate reading of all water meters within the service area. Plans and coordinates with utility billing and collections department. This office also handles connections and disconnections of service.

It is also responsible for field service and some water meter repairs. They provide back-up for water/wastewater personnel for utility problems.

<b><u>Program Personnel</u></b>			
<b>Title</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>
Customer Service Supervisor	1	1	1
Light Equipment Operator	1	2	2
Meter Reader	1	0	0
	<u>3</u>	<u>3</u>	<u>3</u>

## **Performance Objectives**

- Accurately read all water meters each month.
- Deliver services to customers in a timely manner.
- Maintain the water meter replacement program.

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CITY OF STEPHENVILLE  
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DIVISION - O WATER DEPARTMENT

EXPENDITURES	(----- 2015-2016 -----) (----- 2016-2017 -----) CURRENT Y-T-D + DEPARTMENT CITY ADMIN. COUNCIL BUDGET ENCUMBERED REQUESTED RECOMMENDED ADOPTED						
	2013-2014 ACTUAL	2014-2015 ACTUAL					
<u>03 CUSTOMER SERVICE</u>							
=====							
<u>1-PERSONNEL</u>							
5003-111 SALARIES	103,525	108,130	110,534	90,233	114,061	114,061	114,061
5003-112 OVERTIME	3,962	2,894	5,000	3,147	5,000	5,000	5,000
5003-115 INCENTIVE PAY	1,084	1,084	1,080	991	1,080	1,080	1,080
5003-121 RETIREMENT	16,434	16,589	16,878	13,655	17,370	17,370	17,370
5003-122 SOCIAL SECURITY	7,658	8,312	8,921	7,351	9,191	9,191	9,191
5003-123 WORKER'S COMPENSATION	2,276	2,477	3,970	3,567	4,176	4,176	4,176
5003-125 GROUP INSURANCE	18,927	18,776	19,920	16,144	22,632	22,632	22,632
TOTAL 1-PERSONNEL	153,867	158,262	166,303	135,089	173,510	173,510	173,510
<u>2-CONTRACTUAL</u>							
5003-211 POSTAGE	0	11	75	197	75	75	75
5003-212 COMMUNICATIONS	891	1,944	2,030	1,613	2,500	2,500	2,500
5003-213 PRINTING	266	210	150	102	150	150	150
5003-215 TRAINING & EDUCATION	1,792	645	500	994	500	500	500
5003-224 INSURANCE	686	944	1,129	1,091	1,085	1,085	1,085
5003-252 DUES & SUBSCRIPTIONS	360	360	250	360	250	250	250
5003-255 DAMAGE CLAIMS	2,325	505	0	0	0	0	0
TOTAL 2-CONTRACTUAL	6,319	4,619	4,134	4,357	4,560	4,560	4,560
<u>3-GENERAL SERVICES</u>							
5003-313 BOOKS & EDUCATIONAL MATERI	0	0	100	0	100	100	100
5003-316 WEARING APPAREL	1,450	1,259	1,500	971	1,500	1,500	1,500
5003-318 SMALL TOOLS	153	111	150	87	150	150	150
5003-323 GAS & OIL	14,692	11,506	16,000	2,685	12,000	12,000	12,000
5003-332 OTHER SUPPLIES	700	174	300	162	300	300	300
5003-333 COMPUTER SUPPLIES	0	0	0	414	0	0	0
TOTAL 3-GENERAL SERVICES	16,995	13,050	18,050	4,319	14,050	14,050	14,050
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5003-411.0130 2006 CHEVROLET PICK UP	108	1,711	500	105	500	500	500
5003-411.0132 2008 FORD F150 PICKUP	567	352	500	445	500	500	500
5003-411.0134 2009 FORD F-150 1/2 TON PI	973	501	500	891	500	500	500
5003-411.0500 2016 CHEVY SILVERADO 1/2 T	0	0	0	17	0	0	0
5003-411.0501 2016 CHEVY SILVERADO 1/2 T	0	0	0	17	0	0	0
5003-412.0002 2011 JOHN DEERE GATOR	441	85	500	0	0	0	0
5003-414 OTHER EQUIPMENT MAINTENANC	36	0	250	153	250	250	250
5003-423 METER MAINTENANCE	25,587	11,050	15,000	10,222	15,000	15,000	15,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	27,711	13,700	17,250	11,849	16,750	16,750	16,750
<u>5-CAPITAL OUTLAY</u>							
5003-511 VEHICLES	0	0	44,000	46,070	0	0	0
TOTAL 5-CAPITAL OUTLAY	0	0	44,000	46,070	0	0	0
TOTAL 03 CUSTOMER SERVICE	204,892	189,631	249,737	201,684	208,870	208,870	208,870
TOTAL O WATER DEPARTMENT	1,843,022	1,788,420	2,867,261	2,469,406	2,190,160	2,164,910	2,164,910
=====							

# Wastewater Collection

Utility Fund

Wastewater Services Division 51

Department 01

## Program Description

The Wastewater Collection Department maintains and rehabilitates the wastewater collection system, through routine inspections of system facilities and restoration of broke or collapsed mains. The Department provides maintenance services, including the installation of wastewater taps; the clearing, jet cleaning and camera inspection of lines.

### Program Personnel

Title	2014-2015	2015-2016	2016-2017
WW/WWtr Superintendent	1	1	1
Crew Leader	1	1	1
Heavy Equipment Operator	1	2	2
Light Equipment Operator	2	2	2
	<u>5</u>	<u>6</u>	<u>6</u>

### Performance Objectives

- Maintain all public wastewater collection system lines in free-flowing condition to protect the health and environment.
- Respond quickly and efficiently to customer requests regarding the collection system.



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DIVISION - 1 WASTEWATER DEPARTMENT

		2013-2014		2014-2015		2015-2016		2016-2017	
EXPENDITURES		ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED	
01 WASTEWATER COLLECTION									
=====									
1-PERSONNEL									
5101-111	SALARIES	128,998	159,899	166,590	158,106	206,935	206,935	206,935	
5101-112	OVERTIME	5,179	9,439	6,000	6,711	6,000	6,000	6,000	
5101-114	ON-CALL PAY	2,140	3,480	3,480	3,020	3,480	3,480	3,480	
5101-115	INCENTIVE PAY	1,929	2,134	2,160	2,055	2,160	2,160	2,160	
5101-121	RETIREMENT	21,429	25,769	25,795	24,581	31,602	31,602	31,602	
5101-122	SOCIAL SECURITY	10,602	12,898	13,635	12,567	16,721	16,721	16,721	
5101-123	WORKER'S COMPENSATION	3,667	3,319	6,067	5,452	7,597	7,597	7,597	
5101-125	GROUP INSURANCE	24,614	30,774	33,200	31,421	46,066	46,066	46,066	
TOTAL 1-PERSONNEL		198,559	247,711	256,927	243,913	320,561	320,561	320,561	
2-CONTRACTUAL									
5101-212	COMMUNICATIONS	1,621	1,583	1,800	1,015	1,500	1,500	1,500	
5101-215	TRAINING & EDUCATION	1,432	1,920	2,000	3,069	2,000	2,000	2,000	
5101-224	INSURANCE	3,337	3,581	3,915	3,517	3,455	3,455	3,455	
5101-231	RENTAL	300	586	300	300	300	300	300	
5101-251	UTILITIES	138	279	500	344	500	500	500	
5101-252	DUES SUBSCRIPTIONS	360	600	600	720	600	600	600	
5101-253	OUTSIDE PROFESSIONALS	47,135	0	0	0	0	0	0	
5101-254	SPECIAL SERVICES	0	0	68,000	67,930	0	0	0	
TOTAL 2-CONTRACTUAL		54,323	8,549	77,115	76,895	8,355	8,355	8,355	
3-GENERAL SERVICES									
5101-316	WEARING APPAREL	2,674	2,866	2,000	2,776	2,000	2,000	2,000	
5101-318	SMALL TOOLS	305	463	500	176	500	500	500	
5101-323	GAS & OIL	23,070	15,562	20,000	7,165	18,000	18,000	18,000	
5101-332	OTHER SUPPLIES	1,355	505	500	567	500	500	500	
TOTAL 3-GENERAL SERVICES		27,404	19,396	23,000	10,684	21,000	21,000	21,000	
4-MACHINE & EQUIPMENT MAINTENA									
5101-411.0135	2009 FORD RANGER PICKUP	87	70	500	53	250	250	250	
5101-411.0136	2010 FORD F 350 1 TON	96	64	250	44	500	500	500	
5101-411.0230	2013 FORD F-250	0	0	500	0	0	0	0	
5101-411.0233	2015 FORD F-750 DUMP TRUCK	121	14	0	284	0	0	0	
5101-412.0081	H V SEWER MACHINE 2000 VO	0	0	1,000	0	1,000	1,000	1,000	
5101-412.0085	1985 TRAILER HVSM	0	0	250	113	250	250	250	
5101-412.0231	2012 JOHN DEERE BACKHOE	308	714	0	798	0	0	0	
5101-412.0232	2012 FREIGHTLINER/VACCON T	3,774	5,327	2,500	3,189	2,500	2,500	2,500	
5101-412.0590	'96 590 CASE BACKHOE/LOADE	0	0	500	0	500	500	500	
5101-414	OTHER EQUIPMENT MAINTENANC	266	81	400	1,113	400	400	400	
5101-415	MANHOLE MAINTENANCE	0	0	0	0	24,000	24,000	24,000	
5101-424	SEWER FACILITY MAINTENANCE	26,723	20,205	100,000	16,479	100,000	50,000	50,000	
5101-424.000B	LIFT STATION MAINTENANCE	74	16,533	500	231	500	500	500	
TOTAL 4-MACHINE & EQUIPMENT MAINTENA		31,448	43,009	106,400	22,305	129,900	79,900	79,900	
5-CAPITAL OUTLAY									
5101-527	WATER&SEWER LINE REPLACEME	0	0	79,900	79,811	0	0	0	
TOTAL 5-CAPITAL OUTLAY		0	0	79,900	79,811	0	0	0	
TOTAL 01 WASTEWATER COLLECTION		311,734	318,665	543,342	433,608	479,816	429,816	429,816	

# Wastewater Treatment

Utility Fund

Wastewater Services Division 51

Department 02

## Program Description

The purpose of function of the Wastewater Treatment division is to receive and treat the spent water from a community, containing the wastes from domestic, industrial or commercial use and the surface water runoff and groundwater which may enter the system through infiltration.

The Stephenville Wastewater Treatment Plant is an activated sludge process. The activated sludge process in an aerobic biological process in which microorganisms grow by using oxidizable material in the wastewater as food. The microorganisms are recycled to the treatment plant in order to increase the rate of reaction.

The City contracts with OMI to provide this service.

### Performance Objectives

- Maintain compliance with State and Federal requirements for operation and maintenance of the Wastewater Treatment Plant in order to protect the health and wellbeing of the citizens of Stephenville, Erath County and the State of Texas.
- Operate the facilities in the most cost efficient manner possible while maintaining effluent quality.
- Provide treatment of wastewater collected to meet permit requirements.

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DIVISION - 1 WASTEWATER DEPARTMENT

	2013-2014	2014-2015	(----- 2015-2016 -----)	(----- 2016-2017 -----)			
EXPENDITURES	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
02 WASTEWATER TREATMENT							
=====							
2-CONTRACTUAL							
5102-224 INSURANCE	4,511	4,656	4,656	4,710	4,656	4,656	4,656
5102-251 UTILITIES	113,094	121,595	120,000	67,259	120,000	120,000	120,000
5102-254 SPECIAL SERVICES	55	0	20,000	32,211	20,000	20,000	20,000
5102-255 DAMAGE CLAIMS	0	0	0	11,703	0	0	0
5102-258 STATE FEES	21,029	31,631	22,000	18,856	22,000	22,000	22,000
5102-261 CONTRACTUAL SERVICES-OMI	707,011	742,428	730,000	761,038	799,040	799,040	799,040
TOTAL 2-CONTRACTUAL	845,701	900,309	896,656	895,776	965,696	965,696	965,696
4-MACHINE & EQUIPMENT MAINTENA							
5102-412.0230 2008 SKID STEER LOADER	0	1,383	0	0	0	0	0
5102-424 SEWER FACILITY MAINTENANCE	81,212	149,561	100,000	130,362	100,000	100,000	100,000
5102-425 WWTP GENERATOR MAINTENANCE	0	0	0	400	0	0	0
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	81,212	150,943	100,000	130,762	100,000	100,000	100,000
5-CAPITAL OUTLAY							
5102-511 VEHICLES	0	0	25,000	24,955	0	0	0
TOTAL 5-CAPITAL OUTLAY	0	0	25,000	24,955	0	0	0
TOTAL 02 WASTEWATER TREATMENT	926,913	1,051,252	1,021,656	1,051,493	1,065,696	1,065,696	1,065,696
TOTAL 1 WASTEWATER DEPARTMENT	1,238,647	1,369,917	1,564,998	1,485,101	1,545,512	1,495,512	1,495,512
	=====	=====	=====	=====	=====	=====	=====

# Utility Billing & Collections

Utility Fund

Billing & Collections Division 52

Department 01

## Program Description

The Utility Billing and Collections Department bills and collects for all City utility services as well as handling new development services creations; utility service requests; bad debt and non-payment issues; customer assistance with conservation and utility programs; payment options and arrangements; maintenance of City utility account records; and billing inquiries.

### Program Personnel

Title	2014-2015	2015-2016	2016-2017
Utility Billing Clerks	2	2	2
	2	2	2

### Performance Objectives

- Process payments and cash receipts and make deposits in a timely manner.
- Prepare and mail correct, concise utility bills to all customers in a timely manner.
- Provide good, prompt personal, face-to-face and phone assistance to citizens.

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CITY OF STEPHENVILLE  
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02 -WATER AND WASTEWATER FUND  
DIVISION - 2 BILLING AND COLLECTIONS

EXPENDITURES	2013-2014 ACTUAL	2014-2015 ACTUAL	(----- 2015-2016 -----) (----- 2016-2017 -----)		DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
			CURRENT BUDGET	Y-T-D + ENCUMBERED			
01 UTILITY BILLING & COLLECTIO							
=====							
1-PERSONNEL							
5201-111 SALARIES	62,936	70,202	74,893	62,209	72,734	72,734	72,734
5201-121 RETIREMENT	9,627	10,301	10,839	9,001	10,516	10,516	10,516
5201-122 SOCIAL SECURITY	4,297	4,809	5,729	4,565	5,564	5,564	5,564
5201-123 WORKER'S COMPENSATION	134	151	263	236	261	261	261
5201-125 GROUP INSURANCE	12,847	12,735	13,280	10,915	15,088	15,088	15,088
TOTAL 1-PERSONNEL	89,842	98,198	105,004	86,927	104,163	104,163	104,163
2-CONTRACTUAL							
5201-211 POSTAGE	33,292	36,170	32,000	26,260	32,000	32,000	32,000
5201-212 COMMUNICATIONS	12	13	30	6	30	30	30
5201-213 PRINTING	309	398	500	0	500	500	500
5201-224 INSURANCE	291	299	375	349	350	350	350
5201-253 OUTSIDE PROFESSIONALS	15,398	15,675	16,000	16,425	20,000	20,000	20,000
5201-254 SPECIAL SERVICES	17,809	12,022	42,400	32,488	44,600	44,600	44,600
5201-255 CHARITY WRITEOFF	0	266	0	0	0	0	0
TOTAL 2-CONTRACTUAL	67,111	64,843	91,305	75,529	97,480	97,480	97,480
3-GENERAL SERVICES							
5201-314 OFFICE SUPPLIES	51	( 449)	200	0	200	200	200
5201-317 PHOTO & DUPLICATION	0	0	0	12	0	0	0
5201-332 OPERATING SUPPLIES	722	0	0	0	0	0	0
5201-333 COMPUTER SUPPLIES	393	0	500	0	500	500	500
5201-334 CREDIT CARD CHARGES	10,354	10,365	7,500	7,994	7,500	7,500	7,500
5201-335 WEB CREDIT CARD FEES	15,042	18,106	15,000	17,531	15,000	15,000	15,000
TOTAL 3-GENERAL SERVICES	26,563	28,022	23,200	25,538	23,200	23,200	23,200
4-MACHINE & EQUIPMENT MAINTENA							
5201-413 OFFICE (COMPUTER) MAINTENA	17,805	41,066	20,000	20,967	25,000	25,000	25,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	17,805	41,066	20,000	20,967	25,000	25,000	25,000
TOTAL 01 UTILITY BILLING & COLLECTIO	201,320	232,129	239,509	208,961	249,843	249,843	249,843
TOTAL 2 BILLING AND COLLECTIONS	201,320	232,129	239,509	208,961	249,843	249,843	249,843
=====							

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2016

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02 -WATER AND WASTEWATER FUND  
DIVISION - 9 NON DEPARTMENTAL

	2013-2014	2014-2015	(----- 2015-2016 -----)		DEPARTMENT	2016-2017	COUNCIL
EXPENDITURES	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	REQUESTED	CITY ADMIN. RECOMMENDED	ADOPTED
01 NON DEPARTMENTAL							
=====							
5-CAPITAL OUTLAY							
5901-500 DEPRECIATION	1,374,319	1,480,563	0	( 92,573)	0	0	0
5901-550 GAIN ON SALE OF ASSETS	0	2,894	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	1,374,319	1,483,457	0	( 92,573)	0	0	0
6-BANK CHARGES							
5901-610 BANK CHARGES	6,490	0	0	148	0	0	0
TOTAL 6-BANK CHARGES	6,490	0	0	148	0	0	0
7-DEBT SERVICE							
5901-730 2001 BOND INTEREST	119,231	82,088	50,261	50,261	0	0	0
5901-731 2013 BOND INTEREST	7,211	89,404	24,154	12,201	23,655	23,655	23,655
5901-740 2014 CAPITAL LEASE INTERES	0	88,520	69,566	35,208	63,528	63,528	63,528
5901-741 2004 BOND INTEREST	230,381	22,392	54,621	28,501	44,090	44,090	44,090
5901-744 2003B BOND INTEREST	26,329	12,461	9,450	4,900	6,850	6,850	6,850
5901-750 BOND PRINCIPAL	0	0	2,027,414	1,907,953	1,846,872	1,846,872	1,846,872
5901-755 2006 BOND INTEREST	15,458	12,251	4,524	4,524	0	0	0
TOTAL 7-DEBT SERVICE	398,609	307,117	2,239,990	2,043,547	1,984,995	1,984,995	1,984,995
8-NOT USED							
5901-800 GROSS RECEIPTS TAX-TO GENE	255,044	252,543	255,000	203,250	255,000	255,000	255,000
5901-801 ADMIN. FEE-TRANSFER TO GEN	208,824	208,824	258,870	174,020	258,870	258,870	258,870
5901-802 TRANSFER-CAPITAL PROJECTS	( 1,767,888)	0	0	0	0	0	0
TOTAL 8-NOT USED	( 1,304,020)	461,367	513,870	377,270	513,870	513,870	513,870
TOTAL 01 NON DEPARTMENTAL	475,398	2,251,941	2,753,860	2,328,393	2,498,865	2,498,865	2,498,865
TOTAL 9 NON DEPARTMENTAL	475,398	2,251,941	2,753,860	2,328,393	2,498,865	2,498,865	2,498,865
=====							
FUND TOTAL EXPENDITURES	3,758,387	5,642,408	7,425,628	6,491,861	6,484,380	6,409,130	6,409,130
=====							
REVENUES OVER/(UNDER) EXPENDITURES	2,919,989	1,062,399	( 868,353)	( 892,234)	185,395	260,645	260,645
=====							

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# **SANITARY LANDFILL FUND**



# Sanitary Landfill Fund

The Sanitary Landfill Fund is a Special Revenue Fund which derives its revenue from fees for the disposal of solid waste at the Stephenville Municipal Landfill.

The City of Stephenville Landfill is a Type IV landfill, which is permitted to accept only brush and/or construction demolition waste and rubbish (trash) that are free of putrescible and household wastes.

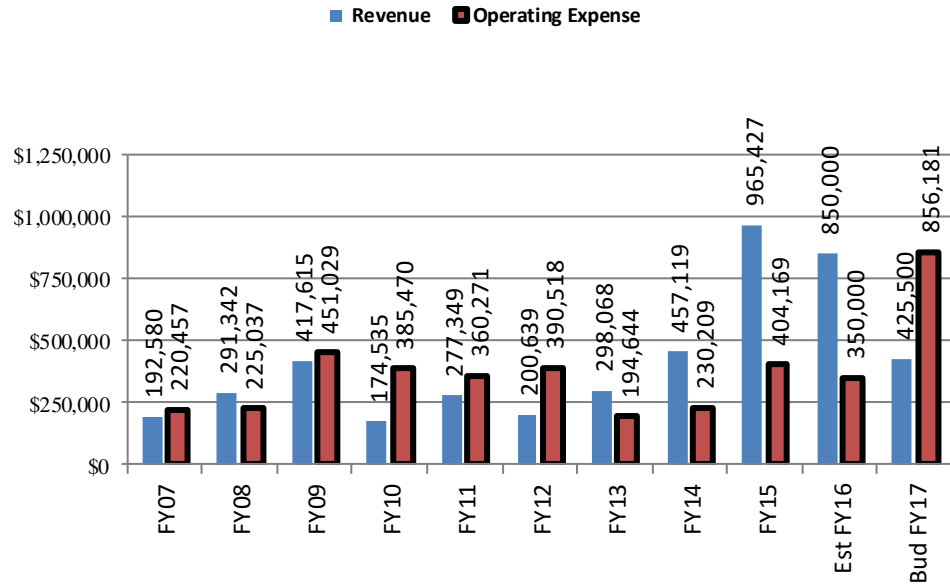
It is responsible for receiving permits from the Texas Commission on Environmental Quality and other agencies required when new cells are constructed for placement of solid wastes.

<b><u>Program Personnel</u></b>			
<b>Title</b>	<b>2014-2015</b>	<b>2015-2106</b>	<b>2016-2017</b>
Supervisor	1	1	1
Heavy Equipment Operator I	1	1	1
Gate Attendant	0	1	1
Landfill Assistant ( * 2-P/T)	1*	.5	.5
	<u>3</u>	<u>3.5</u>	<u>3.5</u>

## **Performance Objectives**

- Provide daily cover for all solid waste deposited into landfill.
- Respond to customer requests regarding the landfill quickly and efficiently.
- Process payments and cash receipts and make deposits in a timely manner.
- Provide good, prompt personal, face-to-face and phone assistance to citizens.

### LANDFILL REVENUE/OPERATING EXPENSE



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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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03 -SANITARY LANDFILL FUND  
FUND FINANCIAL SUMMARY

	2013-2014 ACTUAL	2014-2015 ACTUAL	(----- 2015-2016 -----)	(----- 2016-2017 -----)			
			CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>REVENUE SUMMARY</u>							
ALL REVENUE	457,119	965,427	434,187	706,536	425,400	425,400	425,400
FUND TOTAL REVENUES	457,119	965,427	434,187	706,536	425,400	425,400	425,400
<u>EXPENDITURE SUMMARY</u>							
ALL EXPENDITURES	305,179	404,169	433,829	363,061	415,181	411,181	856,181
FUND TOTAL EXPENDITURES	305,179	404,169	433,829	363,061	415,181	411,181	856,181
REVENUES OVER/ (UNDER) EXPENDITURES	151,940	561,258	358	343,475	10,219	14,219	( 430,781)

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2016

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03 -SANITARY LANDFILL FUND  
DIVISION FINANCIAL SUMMARY

	2013-2014 ACTUAL	2014-2015 ACTUAL	(----- 2015-2016 -----) CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	2016-2017 CITY ADMIN. RECOMMENDED	----- COUNCIL ADOPTED
<u>REVENUE SUMMARY</u>							
4 SERVICE CHARGES	454,984	955,391	433,787	700,623	425,000	425,000	425,000
5 OTHER REVENUE	2,135	10,036	400	5,913	400	400	400
FUND TOTAL REVENUES	457,119	965,427	434,187	706,536	425,400	425,400	425,400
<u>EXPENDITURE SUMMARY</u>							
0 SANITARY LANDFILL							
01 TOTAL LANDFILL EXPENSE							
1-PERSONNEL	142,129	179,316	173,509	147,885	178,726	178,726	178,726
2-CONTRACTUAL	33,850	34,505	94,745	74,328	80,380	80,380	80,380
3-GENERAL SERVICES	20,030	21,164	22,500	13,351	22,500	18,500	18,500
4-MACHINE & EQUIPMENT MAI	23,665	5,758	10,500	4,789	11,000	11,000	11,000
5-CAPITAL OUTLAY	74,970	152,857	10,000	9,929	0	0	0
7-DEBT SERVICE	0	33	103,500	103,998	103,500	103,500	103,500
8-NOT USED	10,536	10,536	19,075	8,780	19,075	19,075	464,075
TOTAL 01 TOTAL LANDFILL EXPENSE	305,179	404,169	433,829	363,061	415,181	411,181	856,181
TOTAL 0 SANITARY LANDFILL	305,179	404,169	433,829	363,061	415,181	411,181	856,181
FUND TOTAL EXPENDITURES	305,179	404,169	433,829	363,061	415,181	411,181	856,181
REVENUES OVER/(UNDER) EXPENDITURES	151,940	561,258	358	343,475	10,219	14,219	( 430,781)

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2016

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03 -SANITARY LANDFILL FUND  
ARY

	2013-2014 ACTUAL	2014-2015 ACTUAL	(----- 2015-2016 -----) CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	2016-2017 CITY ADMIN. RECOMMENDED	----- COUNCIL ADOPTED
<u>REVENUES</u>							
4 SERVICE CHARGES							
4471 LANDFILL GATE FEES	454,984	955,391	433,787	694,747	425,000	425,000	425,000
TOTAL 4 SERVICE CHARGES	454,984	955,391	433,787	694,747	425,000	425,000	425,000
5 OTHER REVENUE							
4501 INTEREST ON INVESTMENTS	32	182	0	2,138	0	0	0
4535 LEASES	350	400	400	350	400	400	400
4540 INSUFFICIENT CHECK CHARGES	120	30	0	150	0	0	0
4541 MISCELLANEOUS	0	493	0	0	0	0	0
4595 CREDIT CARD FEES	1,633	8,931	0	2,813	0	0	0
TOTAL 5 OTHER REVENUE	2,135	10,036	400	5,450	400	400	400
FUND TOTAL REVENUES	457,119	965,427	434,187	700,197	425,400	425,400	425,400

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2016

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03 -SANITARY LANDFILL FUND  
DIVISION - 0 SANITARY LANDFILL

EXPENDITURES	(----- 2015-2016 -----) (----- 2016-2017 -----)						
	2013-2014 ACTUAL	2014-2015 ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<b>01 TOTAL LANDFILL EXPENSE</b>							
<b>1-PERSONNEL</b>							
5001-111 SALARIES	78,249	108,348	106,950	88,882	108,450	108,450	108,450
5001-112 OVERTIME	352	9,032	3,000	3,294	3,000	3,000	3,000
5001-113 PART-TIME WAGES	26,600	12,220	10,000	10,351	10,000	10,000	10,000
5001-115 INCENTIVE PAY	0	0	0	101	0	0	0
5001-121 RETIREMENT	11,798	16,460	15,913	13,126	16,113	16,113	16,113
5001-122 SOCIAL SECURITY	7,948	9,499	9,176	7,916	9,291	9,291	9,291
5001-123 WORKER'S COMPENSATION	4,335	4,899	8,550	7,683	8,839	8,839	8,839
5001-125 GROUP INSURANCE	12,847	18,858	19,920	16,533	23,033	23,033	23,033
TOTAL 1-PERSONNEL	142,129	179,316	173,509	147,885	178,726	178,726	178,726
<b>2-CONTRACTUAL</b>							
5001-211 POSTAGE	1,163	26	1,500	0	1,500	1,500	1,500
5001-212 COMMUNICATIONS	2,104	2,185	2,200	2,205	2,830	2,830	2,830
5001-215 TRAINING & EDUCATION	0	9	1,000	1,220	1,000	1,000	1,000
5001-224 INSURANCE	4,418	4,462	4,725	4,643	4,630	4,630	4,630
5001-231 RENTAL	1,406	1,563	1,320	1,150	1,320	1,320	1,320
5001-251 UTILITIES	443	480	600	285	600	600	600
5001-253 OUTSIDE PROFESSIONAL	0	0	5,500	354	5,500	5,500	5,500
5001-254 SPECIAL SERVICES	15,251	5,307	47,000	33,700	40,500	40,500	40,500
5001-255 DAMAGE CLAIMS	325	14,954	5,400	5,400	0	0	0
5001-258 STATE FEES	8,477	5,520	25,000	25,371	22,000	22,000	22,000
5001-261 OTHER CONTRACTUAL SERVICES	264	0	500	0	500	500	500
TOTAL 2-CONTRACTUAL	33,850	34,505	94,745	74,328	80,380	80,380	80,380
<b>3-GENERAL SERVICES</b>							
5001-314 OFFICE SUPPLIES	188	392	500	195	500	500	500
5001-316 WEARING APPAREL	1,159	1,517	1,200	1,332	1,200	1,200	1,200
5001-318 SMALL TOOLS	741	618	500	262	500	500	500
5001-323 GAS & OIL	16,030	15,475	20,000	9,233	20,000	16,000	16,000
5001-332 OTHER SUPPLIES	451	394	200	172	200	200	200
5001-333 COMPUTER SUPPLIES	0	100	100	0	100	100	100
5001-334 CREDIT CARD FEES	1,459	2,668	0	2,157	0	0	0
TOTAL 3-GENERAL SERVICES	20,030	21,164	22,500	13,351	22,500	18,500	18,500
<b>4-MACHINE &amp; EQUIPMENT MAINTENA</b>							
5001-411.0071 2002 DODGE TRUCK	0	0	500	0	500	500	500
5001-411.0077 1999 Chevy 1 TON	481	106	700	0	700	700	700
5001-412 MACHINERY MAINTENANCE	0	0	500	0	500	500	500
5001-412.0002 D6-R DOZER	22,260	1,297	2,500	0	2,500	2,500	2,500
5001-412.0003 1990 CAT 816 COMPACTOR	552	0	2,500	0	2,500	2,500	2,500
5001-412.0006 2008 CAT 725 HAULTRUCK	0	226	2,500	72	2,500	2,500	2,500
5001-412.0007 2009 KOMATSU EXCAVATOR	0	1,708	1,000	487	1,000	1,000	1,000
5001-412.0008 2014 TANA E320 COMPACTOR	0	350	0	3,295	0	0	0
5001-412.0009 2012 JD GATOR	0	0	0	0	500	500	500
5001-415 SCALE MAINTENANCE	0	1,506	0	381	0	0	0
5001-421 BUILDING MAINTENANCE	372	566	300	554	300	300	300
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	23,665	5,758	10,500	4,789	11,000	11,000	11,000
<b>5-CAPITAL OUTLAY</b>							
5001-500 DEPRECIATION	74,970	152,857	0	0	0	0	0
5001-514 OTHER EQUIPMENT	0	0	10,000	9,929	0	0	0
TOTAL 5-CAPITAL OUTLAY	74,970	152,857	10,000	9,929	0	0	0
<b>7-DEBT SERVICE</b>							
5001-750 LEASE PRINCIPAL	0	33	103,500	103,998	103,500	103,500	103,500
TOTAL 7-DEBT SERVICE	0	33	103,500	103,998	103,500	103,500	103,500
<b>8-NOT USED</b>							
5001-800 ADMIN. FEE-TRANSFER TO WAT	10,536	10,536	19,075	8,780	19,075	19,075	19,075
5001-801 OPERATING TRANSFER OUT	0	0	0	0	0	0	445,000
TOTAL 8-NOT USED	10,536	10,536	19,075	8,780	19,075	19,075	464,075
TOTAL 01 TOTAL LANDFILL EXPENSE	305,179	404,169	433,829	363,061	415,181	411,181	856,181
TOTAL 0 SANITARY LANDFILL	305,179	404,169	433,829	363,061	415,181	411,181	856,181
FUND TOTAL EXPENDITURES	305,179	404,169	433,829	363,061	415,181	411,181	856,181
REVENUES OVER/(UNDER) EXPENDITURES	151,940	561,258	358	343,475	10,219	14,219	(430,781)

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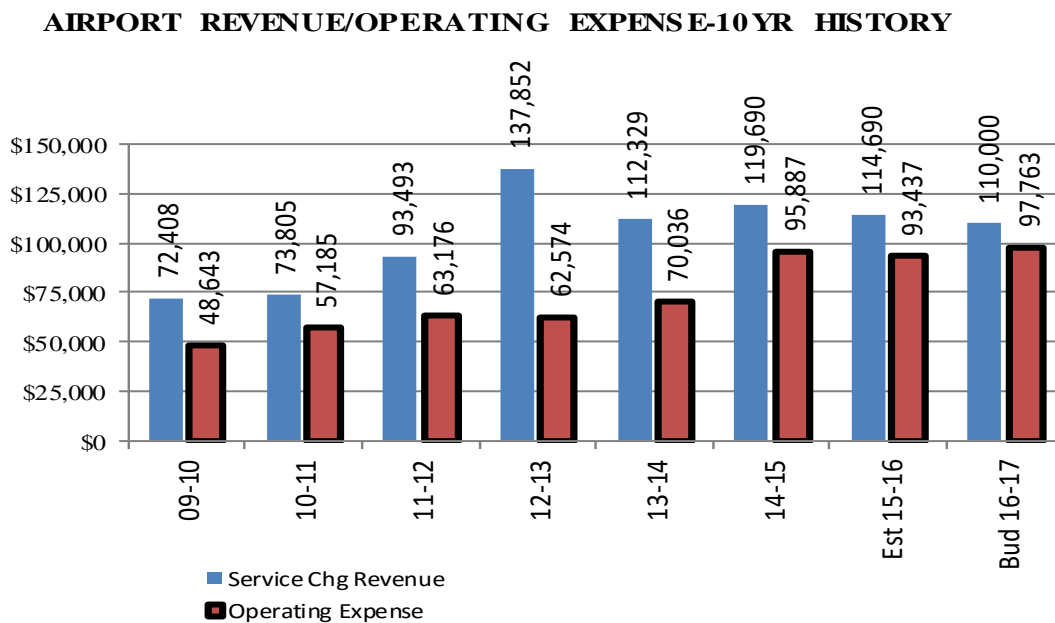


# **AIRPORT FUND**

# Airport Fund

The Stephenville Clark Regional Airport, consist of one main lighted runway precision approach path indicator (PAPI) equipped. Buildings include two 8-unit T-hangers, one 12-unit T-hanger, 2-corporate hangers, a main hangar/shop building and the new terminal building which houses an office and visitor's lounge. The operations of the airport are contracted to Stephenville Aviation, Inc.

A City Council appointed Airport Advisory Board, consisting of seven citizens, is established to make recommendations regarding studies, construction, improvements and related airport matters. This fund was established to fund the on-going operations associated with the public aviation facilities at the Stephenville Clark Regional Airport. The major revenues are derived from hangar rentals and ground lease payments.



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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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04 -AIRPORT FUND  
FUND FINANCIAL SUMMARY

	2013-2014 ACTUAL	2014-2015 ACTUAL	(----- 2015-2016 -----) CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	2016-2017 CITY ADMIN. RECOMMENDED	----- COUNCIL ADOPTED
<u>REVENUE SUMMARY</u>							
ALL REVENUE	112,329	121,959	118,379	89,201	114,690	114,690	114,690
FUND TOTAL REVENUES	112,329	121,959	118,379	89,201	114,690	114,690	114,690
	=====	=====	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>							
ALL EXPENDITURES	192,640	207,538	97,126	107,339	97,773	97,763	97,763
FUND TOTAL EXPENDITURES	192,640	207,538	97,126	107,339	97,773	97,763	97,763
	=====	=====	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	( 80,311)	( 85,579)	21,253	( 18,138)	16,917	16,927	16,927
	=====	=====	=====	=====	=====	=====	=====

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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04 -AIRPORT FUND  
DIVISION FINANCIAL SUMMARY

	2013-2014 ACTUAL	2014-2015 ACTUAL	(----- 2015-2016 -----) CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	2016-2017 CITY ADMIN. RECOMMENDED	----- COUNCIL ADOPTED
<u>REVENUE SUMMARY</u>							
4 SERVICE CHARGES	103,624	107,544	108,379	89,201	104,690	104,690	104,690
5 OTHER REVENUE	8,705	14,415	10,000	0	10,000	10,000	10,000
FUND TOTAL REVENUES	112,329	121,959	118,379	89,201	114,690	114,690	114,690
	=====	=====	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>							
<u>AIRPORT</u>							
=====							
01 TOTAL AIRPORT FUND EXPENSE							
2-CONTRACTUAL	43,791	54,463	44,892	69,818	43,910	43,910	43,910
3-GENERAL SERVICES	1,283	1,485	750	651	1,000	1,000	1,000
4-MACHINE & EQUIPMENT MAI	21,605	21,722	26,850	13,193	28,100	28,100	28,100
5-CAPITAL OUTLAY	122,604	126,435	0	0	0	0	0
7-DEBT SERVICE	3,357	3,432	24,634	23,677	24,763	24,753	24,753
TOTAL 01 TOTAL AIRPORT FUND EXPENS	192,640	207,538	97,126	107,339	97,773	97,763	97,763
	=====	=====	=====	=====	=====	=====	=====
TOTAL AIRPORT	192,640	207,538	97,126	107,339	97,773	97,763	97,763
	=====	=====	=====	=====	=====	=====	=====
FUND TOTAL EXPENDITURES	192,640	207,538	97,126	107,339	97,773	97,763	97,763
	=====	=====	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	( 80,311)	( 85,579)	21,253	( 18,138)	16,917	16,927	16,927
	=====	=====	=====	=====	=====	=====	=====



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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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04 -AIRPORT FUND

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	2013-2014 ACTUAL	2014-2015 ACTUAL	(----- 2015-2016 -----) CURRENT BUDGET	(----- 2015-2016 -----) Y-T-D + ENCUMBERED	(----- 2016-2017 -----) DEPARTMENT REQUESTED	(----- 2016-2017 -----) CITY ADMIN. RECOMMENDED	(----- 2016-2017 -----) COUNCIL ADOPTED
REVENUES							
<u>4 SERVICE CHARGES</u>							
4435 LEASES	1,440	1,440	1,440	800	1,440	1,440	1,440
4480 HANGAR RENTAL	99,210	102,671	103,689	85,980	100,000	100,000	100,000
4482 GASOLINE SALES	2,975	3,433	3,250	2,421	3,250	3,250	3,250
TOTAL 4 SERVICE CHARGES	103,624	107,544	108,379	89,201	104,690	104,690	104,690
<u>5 OTHER REVENUE</u>							
4541 MISCELLANEOUS	816	1,080	0	0	0	0	0
4591 GRANT PROCEEDS	7,889	13,335	10,000	0	10,000	10,000	10,000
TOTAL 5 OTHER REVENUE	8,705	14,415	10,000	0	10,000	10,000	10,000
FUND TOTAL REVENUES	112,329	121,959	118,379	89,201	114,690	114,690	114,690

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
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04 -AIRPORT FUND  
DIVISION - AIRPORT

	2013-2014 ACTUAL	2014-2015 ACTUAL	(----- 2015-2016 -----) CURRENT BUDGET	(----- 2015-2016 -----) Y-T-D + ENCUMBERED	(----- 2016-2017 -----) DEPARTMENT REQUESTED	(----- 2016-2017 -----) CITY ADMIN. RECOMMENDED	(----- 2016-2017 -----) COUNCIL ADOPTED
EXPENDITURES							
<u>01 TOTAL AIRPORT FUND EXPENSE</u>							
<u>2-CONTRACTUAL</u>							
5001-211 POSTAGE	12	24	50	6	50	50	50
5001-212 COMMUNICATIONS	976	985	960	1,733	960	960	960
5001-214 ADVERTISING	0	0	0	749	1,000	1,000	1,000
5001-215 TRAINING & EDUCATION	860	216	1,200	1,188	1,200	1,200	1,200
5001-224 INSURANCE	3,326	3,618	4,082	3,844	4,100	4,100	4,100
5001-231 RENTAL	0	0	0	22,748	0	0	0
5001-251 UTILITIES	29,274	29,813	30,000	20,612	30,000	30,000	30,000
5001-252 DUES & SUBSCRIPTIONS	1,531	920	1,500	837	1,500	1,500	1,500
5001-253 OUTSIDE PROFESSIONAL	3,784	13,666	100	13,234	100	100	100
5001-254 SPECIAL SERVICES	0	763	3,000	0	1,000	1,000	1,000
5001-258 STATE FEES	200	200	200	200	200	200	200
5001-260 PEST CONTROL	228	213	200	160	200	200	200
5001-261 CONTRACTUAL SERVICES	3,600	4,044	3,600	4,505	3,600	3,600	3,600
TOTAL 2-CONTRACTUAL	43,791	54,463	44,892	69,818	43,910	43,910	43,910
<u>3-GENERAL SERVICES</u>							
5001-321 JANITORIAL SUPPLIES	1,283	890	500	651	750	750	750
5001-332 OTHER SUPPLIES	0	595	250	0	250	250	250
TOTAL 3-GENERAL SERVICES	1,283	1,485	750	651	1,000	1,000	1,000
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5001-411.0301 2008 CHEVY TAHOE	618	135	500	240	500	500	500
5001-414 OTHER EQUIPMENT MAINTENANC	100	0	250	0	250	250	250
5001-420 AWOS MAINTENANCE	497	5,966	1,500	5,469	2,750	2,750	2,750
5001-421 BUILDING MAINTENANCE	827	1,718	1,000	1,741	1,000	1,000	1,000
5001-422 AIRPORT MAINTENANCE	19,563	13,904	23,600	5,743	23,600	23,600	23,600
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	21,605	21,722	26,850	13,193	28,100	28,100	28,100
<u>5-CAPITAL OUTLAY</u>							
5001-500 DEPRECIATION	122,604	126,435	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	122,604	126,435	0	0	0	0	0
<u>7-DEBT SERVICE</u>							
5001-750 BOND PRINCIPAL	0	0	22,000	21,000	23,000	23,000	23,000
5001-755 BOND INTEREST	3,357	3,432	2,634	2,677	1,763	1,753	1,753
TOTAL 7-DEBT SERVICE	3,357	3,432	24,634	23,677	24,763	24,753	24,753
TOTAL 01 TOTAL AIRPORT FUND EXPENSE	192,640	207,538	97,126	107,339	97,773	97,763	97,763
TOTAL AIRPORT	192,640	207,538	97,126	107,339	97,773	97,763	97,763
FUND TOTAL EXPENDITURES	192,640	207,538	97,126	107,339	97,773	97,763	97,763
REVENUES OVER/(UNDER) EXPENDITURES	( 80,311)	( 85,579)	21,253	( 18,138)	16,917	16,927	16,927



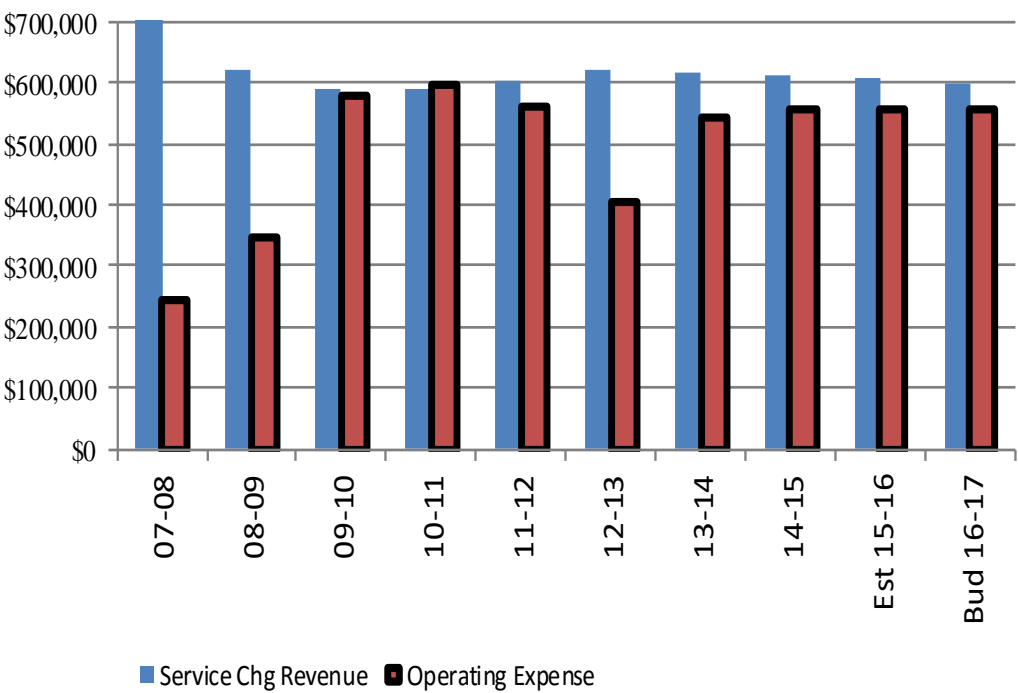
# **STORM WATER DRAINAGE FUND**

# Storm Water Drainage Fund

The Storm Water Drainage Fund was established to collect funds to construct and maintain the storm water drainage system throughout the City. Annual maintenance of storm water facilities are handled through this fund. Major storm water drainage construction projects are recommended by the City Administrator and approved by the City Council.

Fees are billed monthly and are based on the size of the parcel of property owned by each resident or business owner.

STORM WATER REVENUE/OPERATING EXPENSE-10YR HISTORY



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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2016

PAGE:

05 -STORM WATER DRAINAGE FUND  
FUND FINANCIAL SUMMARY

	2013-2014 ACTUAL	2014-2015 ACTUAL	(----- 2015-2016 -----) CURRENT BUDGET	Y-T-D + ENCUMBERED	(----- 2016-2017 -----) DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>REVENUE SUMMARY</u>							
ALL REVENUE	619,590	612,262	600,000	525,120	601,000	601,000	601,000
FUND TOTAL REVENUES	619,590	612,262	600,000	525,120	601,000	601,000	601,000
	=====	=====	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>							
ALL EXPENDITURES	541,434	558,573	529,804	393,707	555,416	555,416	555,416
FUND TOTAL EXPENDITURES	541,434	558,573	529,804	393,707	555,416	555,416	555,416
	=====	=====	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	78,156	53,689	70,196	131,413	45,584	45,584	45,584
	=====	=====	=====	=====	=====	=====	=====

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2016

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05 -STORM WATER DRAINAGE FUND  
DIVISION FINANCIAL SUMMARY

	2013-2014 ACTUAL	2014-2015 ACTUAL	(----- 2015-2016 -----) CURRENT BUDGET	Y-T-D + ENCUMBERED	(----- 2016-2017 -----) DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>REVENUE SUMMARY</u>							
4 SERVICE CHARGES	619,330	611,826	599,000	523,368	600,000	600,000	600,000
5 OTHER REVENUE	260	435	1,000	1,752	1,000	1,000	1,000
FUND TOTAL REVENUES	619,590	612,262	600,000	525,120	601,000	601,000	601,000
	=====	=====	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>							
1 CENTRAL GOVERNMENT							
	=====	=====	=====	=====	=====	=====	=====
STORM WATER DRAINAGE							
2-CONTRACTUAL	0	0	200	34	200	200	200
4-MACHINE & EQUIPMENT MAI	13,475	46,780	25,000	4,061	50,000	50,000	50,000
5-CAPITAL OUTLAY	274,458	274,458	0	0	0	0	0
7-DEBT SERVICE	253,501	237,335	504,604	389,612	505,216	505,216	505,216
TOTAL STORM WATER DRAINAGE	541,434	558,573	529,804	393,707	555,416	555,416	555,416
	=====	=====	=====	=====	=====	=====	=====
TOTAL 1 CENTRAL GOVERNMENT	541,434	558,573	529,804	393,707	555,416	555,416	555,416
	=====	=====	=====	=====	=====	=====	=====
FUND TOTAL EXPENDITURES	541,434	558,573	529,804	393,707	555,416	555,416	555,416
	=====	=====	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	78,156	53,689	70,196	131,413	45,584	45,584	45,584
	=====	=====	=====	=====	=====	=====	=====

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2016

PAGE:

05 -STORM WATER DRAINAGE FUND  
ARY

	2013-2014	2014-2015	(----- 2015-2016 -----)	(----- 2016-2017 -----)			
REVENUES	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<b>4 SERVICE CHARGES</b>							
4450 STORM WATER DRAINAGE FEE	610,315	610,339	599,000	518,965	600,000	600,000	600,000
4453 PENALTY	6,024	5,371	0	4,402	0	0	0
4457 BILLING ADJUSTMENTS	2,991	( 3,884)	0	0	0	0	0
TOTAL 4 SERVICE CHARGES	619,330	611,826	599,000	523,368	600,000	600,000	600,000
<b>5 OTHER REVENUE</b>							
4501 INTEREST ON INVESTMENTS	260	435	1,000	1,752	1,000	1,000	1,000
TOTAL 5 OTHER REVENUE	260	435	1,000	1,752	1,000	1,000	1,000
<b>FUND TOTAL REVENUES</b>	<b>619,590</b>	<b>612,262</b>	<b>600,000</b>	<b>525,120</b>	<b>601,000</b>	<b>601,000</b>	<b>601,000</b>

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2016

PAGE:

05 -STORM WATER DRAINAGE FUND  
DIVISION - 1 CENTRAL GOVERNMENT

	2013-2014	2014-2015	(----- 2015-2016 -----)	(----- 2016-2017 -----)			
EXPENDITURES	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<b>STORM WATER DRAINAGE</b>							
<b>2-CONTRACTUAL</b>							
5103-252 DUES & SUBSCRIPTIONS	0	0	200	34	200	200	200
TOTAL 2-CONTRACTUAL	0	0	200	34	200	200	200
<b>4-MACHINE &amp; EQUIPMENT MAINTENA</b>							
5103-414 STORM DRAINAGE MAINTENANCE	13,475	46,780	25,000	4,061	50,000	50,000	50,000
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	13,475	46,780	25,000	4,061	50,000	50,000	50,000
<b>5-CAPITAL OUTLAY</b>							
5103-500 DEPRECIATION	274,458	274,458	0	0	0	0	0
TOTAL 5-CAPITAL OUTLAY	274,458	274,458	0	0	0	0	0
<b>6-BANK CHARGES</b>							
<b>7-DEBT SERVICE</b>							
5103-750 BOND PRINCIPAL	0	0	270,000	270,000	280,000	280,000	280,000
5103-755 BOND INTEREST	253,501	237,335	234,604	119,612	225,216	225,216	225,216
TOTAL 7-DEBT SERVICE	253,501	237,335	504,604	389,612	505,216	505,216	505,216
<b>8-NOT USED</b>							
<b>TOTAL STORM WATER DRAINAGE</b>	<b>541,434</b>	<b>558,573</b>	<b>529,804</b>	<b>393,707</b>	<b>555,416</b>	<b>555,416</b>	<b>555,416</b>
<b>TOTAL 1 CENTRAL GOVERNMENT</b>	<b>541,434</b>	<b>558,573</b>	<b>529,804</b>	<b>393,707</b>	<b>555,416</b>	<b>555,416</b>	<b>555,416</b>
<b>FUND TOTAL EXPENDITURES</b>	<b>541,434</b>	<b>558,573</b>	<b>529,804</b>	<b>393,707</b>	<b>555,416</b>	<b>555,416</b>	<b>555,416</b>
<b>REVENUES OVER/ (UNDER) EXPENDITURES</b>	<b>78,156</b>	<b>53,689</b>	<b>70,196</b>	<b>131,413</b>	<b>45,584</b>	<b>45,584</b>	<b>45,584</b>



# **SPECIAL REVENUE FUNDS**

# Special Revenue Funds

Special revenue funds are used to account for specific revenues that are legally restricted to expenditure for particular purposes.

Economic Development (4B) – This fund is used to account for the 4B sales taxes the City collects. These taxes are restricted for use to enhance and promote economic development within the City.

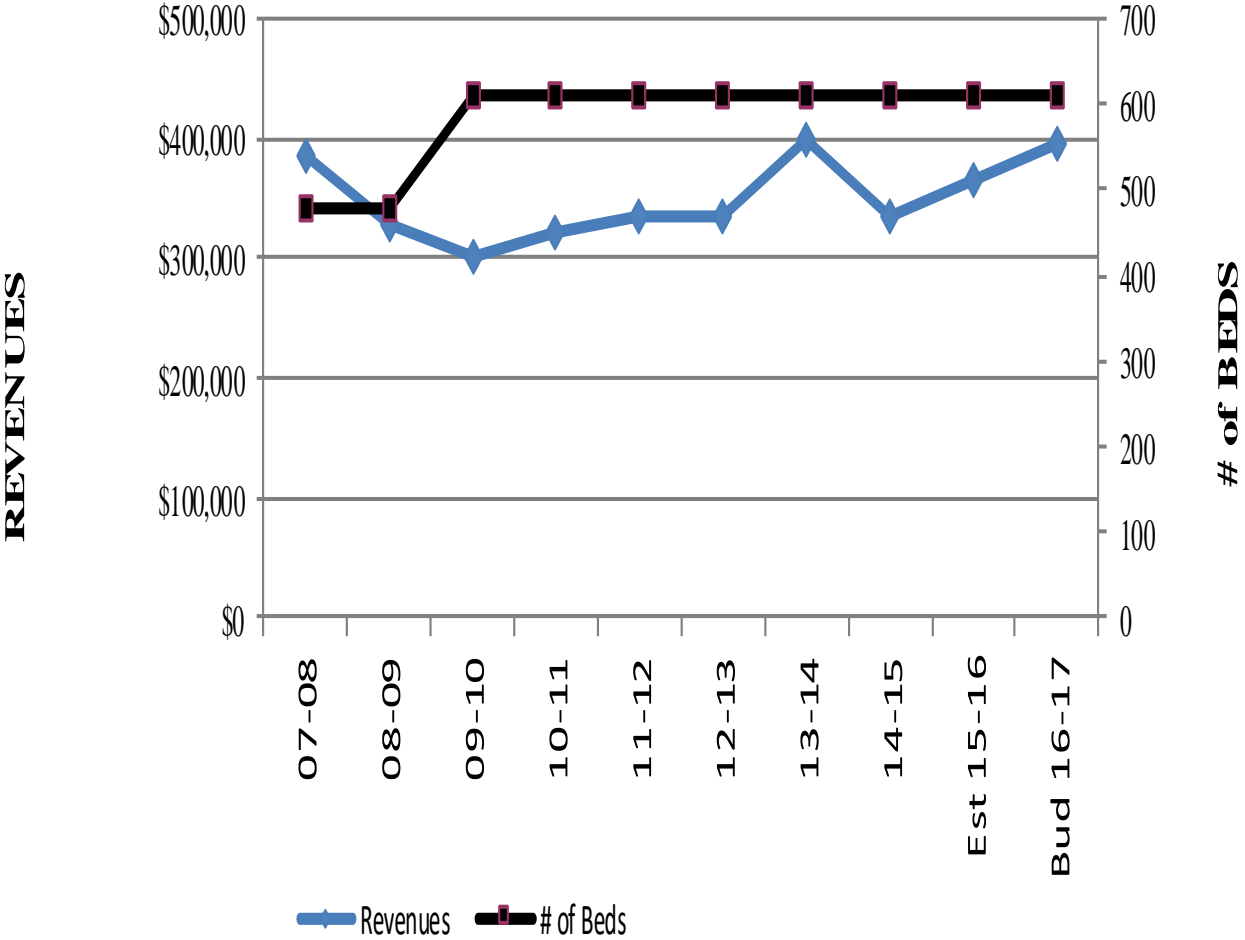
Hotel/Motel Fund – This fund is used to account for the hotel occupancy taxes the City collects. These taxes are restricted for use to enhance and promote tourism and convention activity within the City.

Child Safety Fund – This fund is used to account for court costs used to operate a city school crossing guard program, or programs designed to enhance child safety, health, or nutrition; including child abuse prevention and intervention, and substance abuse prevention.

LEOSE Fund – This fund is used to account for restricted law enforcement officer education and training activity.

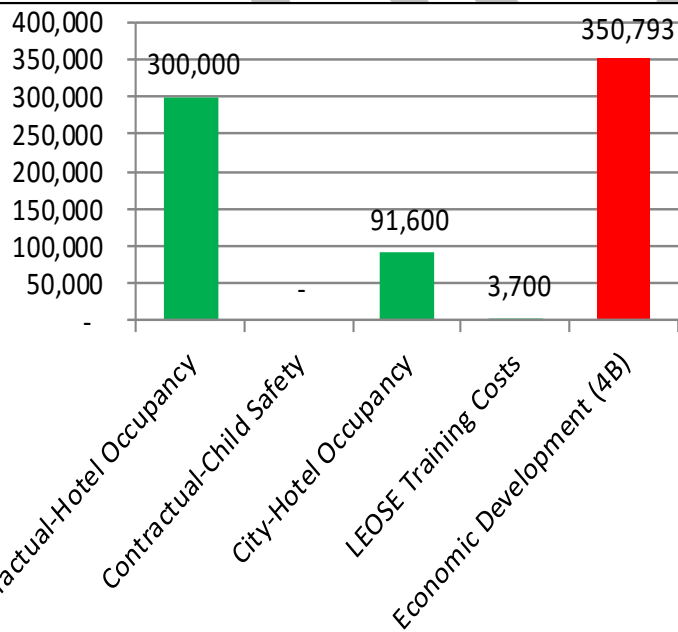
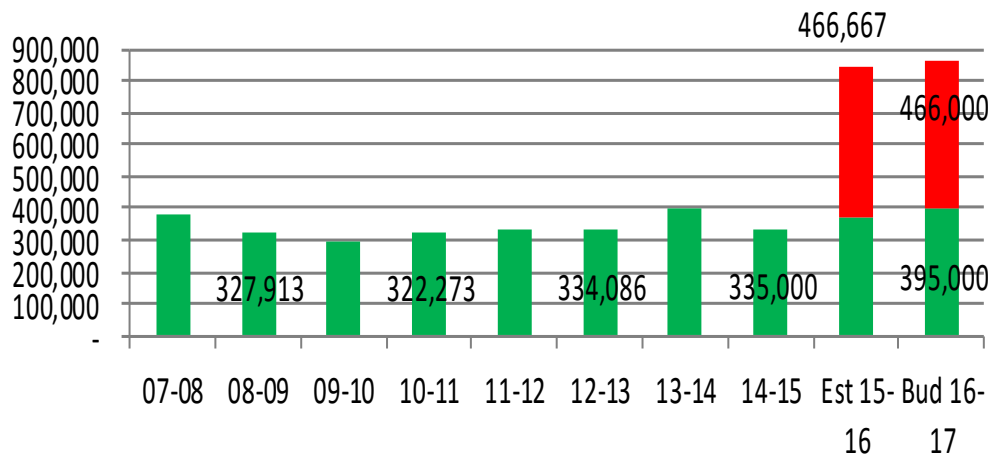
Drug Forfeiture Fund- This fund is used to account for restricted law enforcement activities.

HOTEL OCCUPANCY/TAX REVENUES-10 YR. HISTORY





### Special Revenue Fund Total Revenue - 10 Year Comparison



### Special Revenue Fund Expenditures 2016-2017

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2016

PAGE: 1

07 -SPECIAL REVENUE FUND  
FUND FINANCIAL SUMMARY

	2013-2014 ACTUAL	2014-2015 ACTUAL	(----- 2015-2016 -----) CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	2016-2017 CITY ADMIN. RECOMMENDED	----- COUNCIL ADOPTED
<u>REVENUE SUMMARY</u>							
ALL REVENUE	437,263	464,519	836,367	496,684	856,700	856,700	872,700
FUND TOTAL REVENUES	437,263	464,519	836,367	496,684	856,700	856,700	872,700
<u>EXPENDITURE SUMMARY</u>							
ALL EXPENDITURES	466,166	494,846	524,800	400,826	674,800	679,712	730,505
FUND TOTAL EXPENDITURES	466,166	494,846	524,800	400,826	674,800	679,712	730,505
REVENUES OVER/(UNDER) EXPENDITURES	( 28,903)	( 30,327)	311,567	95,858	181,900	176,988	142,195

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2016

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07 -SPECIAL REVENUE FUND  
DIVISION FINANCIAL SUMMARY

	2013-2014 ACTUAL	2014-2015 ACTUAL	(----- 2015-2016 -----) CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	2016-2017 CITY ADMIN. RECOMMENDED	----- COUNCIL ADOPTED
<u>REVENUE SUMMARY</u>							
0 TAXES	399,934	442,853	816,667	480,531	845,000	845,000	861,000
2 FINES AND FORFEITURES	33,591	17,843	16,000	11,667	8,000	8,000	8,000
3 INTERGOVERNMENTAL	3,617	3,654	3,700	3,596	3,700	3,700	3,700
5 OTHER REVENUE	122	169	0	890	0	0	0
FUND TOTAL REVENUES	437,263	464,519	836,367	496,684	856,700	856,700	872,700
<u>EXPENDITURE SUMMARY</u>							
0 SEDA							
00 SEDA							
1-PERSONNEL	0	0	100,145	16,681	0	0	142,984
2-CONTRACTUAL	0	0	32,355	35,710	0	0	85,309
3-GENERAL SERVICES	0	0	5,000	2,255	0	0	7,500
4-MACHINE & EQUIPMENT MAI	0	0	5,000	1,649	0	0	0
7-DEBT SERVICE	0	0	0	0	0	0	100,000
8-NOT USED	0	0	7,500	0	0	0	15,000
TOTAL 00 SEDA	0	0	150,000	56,295	0	0	350,793
TOTAL 0 SEDA	0	0	150,000	56,295	0	0	350,793
9 SPECIAL REVENUE							
01 TOTAL EXPENSE							
2-CONTRACTUAL	464,184	494,356	371,100	344,531	671,100	676,012	376,012
6-BANK CHARGES	1,982	490	3,700	0	3,700	3,700	3,700
TOTAL 01 TOTAL EXPENSE	466,166	494,846	374,800	344,531	674,800	679,712	379,712
TOTAL 9 SPECIAL REVENUE	466,166	494,846	374,800	344,531	674,800	679,712	379,712
FUND TOTAL EXPENDITURES	466,166	494,846	524,800	400,826	674,800	679,712	730,505
REVENUES OVER/(UNDER) EXPENDITURES	( 28,903)	( 30,327)	311,567	95,858	181,900	176,988	142,195

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2016

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07 --SPECIAL REVENUE FUND  
ARY

	2013-2014	2014-2015	(----- 2015-2016 -----)		(----- 2016-2017 -----)		
REVENUES	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>0 TAXES</u>							
4010 CITY SALES 4B TAX	0	0	466,667	234,499	450,000	450,000	466,000
4040 MOTEL OCCUPANCY TAX	399,934	442,853	350,000	246,032	395,000	395,000	395,000
TOTAL 0 TAXES	399,934	442,853	816,667	480,531	845,000	845,000	861,000
<u>2 FINES AND FORFEITURES</u>							
4210 CHILD SAFETY FINES	7,202	5,763	12,000	4,691	4,000	4,000	4,000
4220 DRUG FORFEITURE	12,345	1,064	0	0	0	0	0
4221 FEDERAL DRUG FORFEITURE	3,587	2,232	0	2,039	0	0	0
4222 MUNICIPAL COURT TECHNOLOGY	10,457	8,783	4,000	4,936	4,000	4,000	4,000
TOTAL 2 FINES AND FORFEITURES	33,591	17,843	16,000	11,667	8,000	8,000	8,000
<u>3 INTERGOVERNMENTAL</u>							
4350 GRANTS	3,617	3,654	3,700	3,596	3,700	3,700	3,700
TOTAL 3 INTERGOVERNMENTAL	3,617	3,654	3,700	3,596	3,700	3,700	3,700
<u>4 SERVICE CHARGES</u>							
<u>5 OTHER REVENUE</u>							
4501 INTEREST ON INVESTMENTS	122	169	0	890	0	0	0
TOTAL 5 OTHER REVENUE	122	169	0	890	0	0	0
FUND TOTAL REVENUES	437,263	464,519	836,367	496,684	856,700	856,700	872,700

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2016

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07 -SPECIAL REVENUE FUND  
DIVISION - 0 SEDA

EXPENDITURES	2013-2014 ACTUAL	2014-2015 ACTUAL	(----- 2015-2016 -----)		DEPARTMENT REQUESTED	(----- 2016-2017 -----)	
			CURRENT BUDGET	Y-T-D + ENCUMBERED		CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
00 SEDA							
=====							
<u>1-PERSONNEL</u>							
5000-111 SALARIES	0	0	75,000	12,692	0	0	100,000
5000-113 PART TIME WAGES	0	0	0	0	0	0	7,800
5000-121 RETIREMENT	0	0	9,000	1,891	0	0	14,390
5000-122 SOCIAL SECURITY	0	0	6,013	942	0	0	8,134
5000-123 WORKER'S COMPENSATION	0	0	282	0	0	0	375
5000-125 GROUP INSURANCE	0	0	6,250	706	0	0	6,885
5000-126 CAR ALLOWANCE	0	0	3,600	450	0	0	5,400
TOTAL 1-PERSONNEL	0	0	100,145	16,681	0	0	142,984
<u>2-CONTRACTUAL</u>							
5000-211 POSTAGE	0	0	0	0	0	0	500
5000-212 COMMUNICATION	0	0	1,000	515	0	0	1,000
5000-213 MILEAGE REIMBURSEMENT	0	0	0	0	0	0	1,000
5000-214 ADVERTISEMENT	0	0	5,000	1,972	0	0	2,500
5000-215 EDUCATION & SCHOOLING	0	0	2,500	201	0	0	7,500
5000-223 MARKETING	0	0	0	0	0	0	29,400
5000-224 OTHER INSURANCE	0	0	0	0	0	0	1,205
5000-225 MEETINGS	0	0	0	0	0	0	2,825
5000-231 RENTAL	0	0	21,000	8,610	0	0	23,979
5000-251 UTILITIES	0	0	2,500	591	0	0	2,400
5000-252 DUES & SUBSCRIPTIONS	0	0	355	2,175	0	0	6,000
5000-253 ATTORNEY AND ENGINEERING F	0	0	0	0	0	0	6,000
5000-254 SPECIAL SERVICES	0	0	0	21,393	0	0	1,000
5000-262 JANITORIAL SERVICE	0	0	0	253	0	0	0
TOTAL 2-CONTRACTUAL	0	0	32,355	35,710	0	0	85,309
<u>3-GENERAL SERVICES</u>							
5000-312 OFFICE SUPPLIES	0	0	5,000	0	0	0	2,500
5000-317 PHOTO AND DUPLICATION	0	0	0	0	0	0	1,000
5000-332 OPERATING SUPPLIES	0	0	0	2,255	0	0	2,500
5000-333 COMPUTER SUPPLIES	0	0	0	0	0	0	1,500
TOTAL 3-GENERAL SERVICES	0	0	5,000	2,255	0	0	7,500
<u>4-MACHINE &amp; EQUIPMENT MAINTENA</u>							
5000-413 OFFICE EQUIPMENT	0	0	5,000	1,649	0	0	0
TOTAL 4-MACHINE & EQUIPMENT MAINTENA	0	0	5,000	1,649	0	0	0
<u>7-Economic Development</u>							
5000-700 ECONOMIC DEVELOPMENT PROJE	0	0	0	0	0	0	100,000
TOTAL 7-DEBT SERVICE	0	0	0	0	0	0	100,000
<u>8-NOT USED</u>							
5000-801 ADMINISTRATIVE FEE	0	0	7,500	0	0	0	15,000
TOTAL 8-NOT USED	0	0	7,500	0	0	0	15,000
TOTAL 00 SEDA	0	0	150,000	56,295	0	0	350,793
TOTAL 0 SEDA	0	0	150,000	56,295	0	0	350,793
=====	=====	=====	=====	=====	=====	=====	=====

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2016

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07 -SPECIAL REVENUE FUND  
DIVISION - 9 SPECIAL REVENUE

	2013-2014 ACTUAL	2014-2015 ACTUAL	(----- 2015-2016 -----) CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	2016-2017 CITY ADMIN. RECOMMENDED	----- COUNCIL ADOPTED
01 TOTAL EXPENSE							
=====							
2-CONTRACTUAL							
5901-250 ECONOMIC DEVELOPMENT 4B	0	0	0	0	300,000	300,000	0
5901-253 H/M TAX-CHAMBER OF COMMERC	228,668	249,509	200,000	171,444	200,000	200,000	200,000
5901-254 H/M TAX-FINE ARTS COUNCIL	57,167	62,377	50,000	42,861	50,000	56,429	56,429
5901-255 HOTEL/MOTEL TAX	0	140	0	0	0	0	0
5901-255.000A H/M TAX-SPECIAL EVENTS	38,765	106,993	50,000	65,671	50,000	56,429	56,429
5901-255.000H H/M TAX-MUSEUM	57,837	63,436	41,600	42,799	41,600	48,154	48,154
5901-256.000A CHILD SAFETY-S.T.A.R.	2,500	2,500	3,000	3,000	3,000	0	0
5901-256.000B CHILD SAFETY-SISD	4,000	3,600	2,000	2,000	2,000	0	0
5901-256.000C CHILD SAFETY-CASA	0	0	3,000	3,000	3,000	0	0
5901-256.000D CHILD SAFETY-CROSS TIMBERS	3,000	3,300	3,000	3,000	3,000	0	0
5901-256.000E CHILD SAFETY-P.R.C.A.C.	2,500	2,500	3,500	3,500	3,500	0	0
5901-256.000F SIGNALIZED CROSS WALK PROJ	0	0	0	7,256	0	0	0
5901-257 WELCOME TO S'VILLE SIGN	0	0	15,000	0	15,000	15,000	15,000
5901-259 BRICK STREETS-HISTORICAL	69,747	0	0	0	0	0	0
TOTAL 2-CONTRACTUAL	464,184	494,356	371,100	344,531	671,100	676,012	376,012
6-BANK CHARGES							
5901-617 LEOSE-PD TRAINING	1,982	490	3,700	0	3,700	3,700	3,700
TOTAL 6-BANK CHARGES	1,982	490	3,700	0	3,700	3,700	3,700
TOTAL 01 TOTAL EXPENSE	466,166	494,846	374,800	344,531	674,800	679,712	379,712
TOTAL 9 SPECIAL REVENUE	466,166	494,846	374,800	344,531	674,800	679,712	379,712
FUND TOTAL EXPENDITURES	466,166	494,846	524,800	400,826	674,800	679,712	730,505
REVENUES OVER/(UNDER) EXPENDITURES	( 28,903)	( 30,327)	311,567	95,858	181,900	176,988	142,195



# **CAPITAL IMPROVEMENTS**

## Capital Improvements

A Capital Improvement Program is a schedule of public Physical Improvements to be constructed with estimated resources available to finance the projected expenditures.

Capital Improvements are any expenditures of public funds for the purchase, construction, rehabilitation, replacement or expansion of the physical assets of the community when the project is relatively large in size, expensive (the City's capital threshold is \$1,000), long-term and permanent. Some common examples include streets, tennis courts, fire stations, water and sewer lines and fire engines. Capital expenditures are financed from a variety of sources to include long-term and short-term debt, current revenues, grants from other governmental entities and donations from foundations, businesses, individuals and non-profit organizations. A detail listing of financing methods is found on the following pages.

### **Functions of a Capital Improvement Program**

- ❖ Estimating capital requirements, budgeting priority projects and developing revenue sources for proposed improvements.
- ❖ Scheduling all capital projects over a fixed period with the appropriate planning implementation and informing the public of projected capital improvements.
- ❖ Coordinating the activities of various departments in meeting project schedules.
- ❖ Monitoring and evaluating the process of capital projects.

### **Capital Improvements Policy**

The City of Stephenville prioritizes the funding of capital projects on the basis of a Capital Improvements Plan. The functions of the Capital Improvement Plan are as follows:

1. Estimating capital requirements
2. Scheduling all capital projects over a fixed period with appropriate planning and implementation.
3. Budgeting priority projects and developing revenue sources for proposed improvements.
4. Coordinating the activities of various departments in meeting project schedules.
5. Monitoring and evaluating the process of capital projects.
6. Informing the public of projected capital improvements.

The following questions are considered when justifying a project:

1. What is the relationship of the project to the progress of the entire city?
2. Is the project part of a large program? How does it relate to the goals of the program?
3. How many citizens will be helped by it? How many citizens will be harmed or inconvenienced if the project is not considered?
4. Will it add to the value of the surrounding area? Will it increase the valuation of the local property?
5. Will it increase efficiency or performance of a service? Will it reduce the on-going costs of a service or facility?
6. Will it provide a service required for economic development of the community? What improvements would be of the most value in attracting commercial and industrial firms?
7. Is the project required to complete or make fully usable a major public improvement?
8. Will rapid urban growth in the area of the proposed project increase the costs of land acquisitions if the project is deferred?
9. Is the project well identified by the citizens? Does it have established voter appeal?
10. Is the project needed to protect public health or safety?

### **Methods of Financing Capital Improvements Projects**

#### **Certificates of Obligations**

Certificates of Obligations are issued with limited revenues pledged by the water and sewer systems. Voter approval is not required.

#### **Donations**

Donations are periodically received, by the City, from individuals, business, foundations and non-profit organizations.

#### **Earmarked Funds**

With Earmarked Funds, monies are accumulated in advanced or set aside for capital construction or purchase. The accumulation may result from surplus of earmarked operational revenues or sale of capital assets.

#### **Enterprise Funds**

Enterprise Funds are established from the delivery of specific services – where money paid to administer the services and the expenses (as a result of providing services) are accounted for separate from the general fund budget of the City.



### **General Fund**

General Fund is the financing of improvements from revenues such as general taxation, fees and services charges.

### **General Obligation Bonds**

With General Obligation bonds, the taxing power of the jurisdiction is pledged to pay interest and retire the debt. General Obligation Bonds can be sold to finance permanent types of improvements such as municipal buildings, street and parks and recreation facilities. Voter approval is required.

### **Revenue Bonds**

Revenue Bonds frequently are sold for projects that produce revenues, such as water and sewer systems. Voter approval is not required.

### **Special Assessments**

Public works that benefit particular properties may be financed more equitably by special assessments (i.e., paid by those who directly benefit).

### **State and Federal Grant**

State and Federal Grant-in-Aid programs are available for financing a number of programs. These may include streets, water and sewer facilities, airports, parks and playgrounds. The costs of funding these facilities may be borne completely by grant funds or a local share may be required.

### **Impacts of Capital Improvements on Operating Budget**

Most of the capital improvements scheduled for FY 2013-2014 are routine replacements and/or upgrades of facilities or equipment. There should be no major impact on operating budgets for most of the capital items scheduled. The maintenance and operating costs related to most of the capital project items scheduled should be absorbed in the corresponding division's operating budget.

### **FY 2016-2017 Capital Projects and Fleet /Non-Mobile Equipment Replacement**

The following pages identify the capital improvements that have been authorized in FY 2016-2017 and includes the project or equipment, the department requesting the item, the fund in which expenditures will be reentered, the sources of funds, the cost and the reason the project is being undertaken or equipment being purchased.

**CITY OF STEPHENVILLE  
CAPITAL PROJECTS UNDER CONSIDERATION**

DEPT	DESCRIPTION	REQUEST AMOUNT
STREET	ANNUAL STREET MAINTENANCE & RECONSTRUCTION PROJECT	1,000,000
SEWER	EAST SIDE SEWER EXTENSION ( PHASE I )	10,000,000
PARK	REPAIR VARIOUS ROADS IN CITY PARK	50,000
WATER & SEWER	UTILITY LINES REHABILITATION-ANNUAL REPLACEMENT OF FAILING LINES	1,000,000
WWTP	PRIMARY TREATMENT SYSTEM GENERATOR	165,000
PARK	RECREATION HALL REMODEL RESTROOMS/ AC UNITS	120,000
WATER PRODUCT	FULL WATER SYSTEM EVALUATION	120,000
LANDFILL	PURCHASE SHREDDER/EXPAND LANDFILL LIFE	650,000
SENIOR CITIZEN	REMODEL SENIOR CITIZEN CENTER (PHASE II-DOWNSTAIRS)	50,000
PARK	BUILD RESTROOM NEAR AMPHITHEATER	110,000
ANIMAL SHELTER	FUNDING FOR HUMANE SOCIETY / NEW SHELTER	1,500,000
HISTORICAL	DOWNTOWN HISTORICAL BRICK REPLACEMENT	TBD
PARK	BUILD RESTROOM NEAR NORTH SIDE OF RIVER	100,000
SEWER	BASIN 9 EVALUATION	50,000
SEWER	BASIN 5 EVALUATION	60,000
SEWER	BASIN 2 EVALUATION	48,000
LIBRARY/SENIOR C	LIBRARY/SENIOR CITIZEN (CONSTRUCT NEW BLD IN EXISTING SPACE)	1,500,000
SEWER	BASIN 6 EVALUATION-PHASE II	74,000
SEWER	BASIN 1 EVALUATION	45,000
SEWER	BASIN 4 EVALUATION	50,000
WATER	GARFIELD GROUND STORAGE TANK-REHABILITATION	550,000
PARK	RECREATION HALL PARKING LOT-ADDITIONAL	200,000
FIRE	BURN BUILDING/TRAINING TOWER	500,000
PARK	LION'S FIELD LIGHTS - REPLACE	175,000
MUSEUM	OXFORD HOUSE "PARKING LOT/STREET RECONSTRUCTION"	125,000
PARK	BASEBALL/SOFTBALL FIELD-COSTRUCT NEW AT YOUTH COMPLEX	225,000
PARK	OPTIMIST PARK LIGHTS - REPLACE	175,000
STREETS	ADD SIDEWALK ON E. TARLETON - (VINE (BRT) TO GRAHAM )	100,000
PARK	YOUTH BASEBALL FIELD (NYC 3) LIGHTS - REPLACE	175,000
PARK	SAINT GOBAIN FIELD LIGHTS - REPLACE	175,000
PARK	SHADE STRUCTURE OVER BLEACHERS SOFTBALL/BASEBALL FIELDS	50,000
PARK	BOSQUE RIVER TRAIL PHASE III - LINGLEVILLE RD TO RIVER NORTH	350,000
PARK	NEW FLAG FOOTBALL FIELDS - IRRIGATION/GRASS SEED	50,000
PARK	DOG PARK - NEW	50,000
PARK	BOSQUE RIVER TRAIL - NEW PLAYGROUND/PARK ALONG EXISTING TRAIL	200,000
PARK	OPTIMIST PARK - RESURFACE/WIDEN TRAIL	200,000
PARK	OPTIMIST PARK - ADDITIONAL PARKING	100,000
AIRPORT	HANGERS	1,000,000
AIRPORT	EXTEND RUNWAY (10% GRANT MATCH)	750,000
STORM	STORM DRAINAGE MASTERPLAN PROJECTS	10,000,000
<b>TOTAL CAPITAL PROJECTS</b>		<b>31,842,000</b>

# FY 16-17 Capital Improvements

## Council Priorities-Top 15

<a href="#"><u>WATER &amp; SEWER UTILITY LINES REHABILITATION</u></a>	1,000,000	75.3
<a href="#"><u>EASTSIDE SEWER CAPACITY EXPANSION</u></a>	11,900,000	71.3
<a href="#"><u>STREET RECONSTRUCTION</u></a>	1,000,000	71.3
<a href="#"><u>FULL WATER SYSTEM EVALUATION</u></a>	120,000	58.4
<a href="#"><u>DOWNTON HISTORICAL BRICK STREETS</u></a>	TBD	53.3
<a href="#"><u>BASIN 5 EVALUATION</u></a>	60,000	51
<a href="#"><u>PRIMARY TREATMENT SYSTEM GENERATOR</u></a>	160,000	50
<a href="#"><u>REPAIR PARK ROADS</u></a>	50,000	49.3
<a href="#"><u>BASIN 6 EVALUATION (50% COVERAGE) - PHASE II</u></a>	73,611	49.2
<a href="#"><u>SENIOR CENTER REMODEL - PHASE II</u></a>	50,000	46.4
<a href="#"><u>FUTURE - BOSQUE RIVER TRAIL - PHASE III</u></a>	350,000	45.2
<a href="#"><u>LANDFILL SHREDDER</u></a>	650,000	45.1
<a href="#"><u>BASIN 9 EVALUATION</u></a>	50,000	44.33
<a href="#"><u>PARK RESTROOM - NORTH SIDE OF RIVER</u></a>	100,000	44.1
<a href="#"><u>PARK RESTROOM - AMPHITHEATER</u></a>	110,000	42

# FLEET & HEAVY EQUIPMENT REPLACEMENT

							Original Cost	CAPITAL INCLUDED FY16-17	NOT INCLUDED FY16-17	CAPITAL REQUEST FY16-17
FUND	DEPT	ACCOUNT	Year	Make	Model	Desc				
ADMINISTRATION										
5106	MSC	5106-411	2004	KOMATSU	FG25T	FORKLIFT	20,450			
TOTAL ADMINISTRATION							20,450			
COMMUNITY SERVICES										
5502	PARK	5502-411-0006	2005	CHEVROLET		3/4 TON PICKUP TRUCK	15,871			
5502	PARK	5502-411-0093	2003	CHEVROLET		3/4 TON PICKUP TRUCK	15,297			
5502	PARK	5502-411-0100	2006	CHEVROLET		1/2 TON PICKUP TRUCK	17,373			
5502	PARK	5502-411-0101	2007	CHEVROLET		1/2 TON PICKUP TRUCK	17,300			
5502	PARK	5502-411-0102	2008	CHEVROLET		3/4 TON PICKUP TRUCK	19,240			
5502	PARK	5502-411-0103	2009	FORD	F250	3/4 TON PICKUP TRUCK	16,148			
5502	PARK	5502-411-0105	2012	FORD	F150	1/2 TON PICKUP TRUCK	20,800			
5502	PARK	5502-411-0105	2013	FORD	F250	3/4 TON PICKUP TRUCK	23,895			
5502	PARK	5502-412.0007	2009	JOHN DEERE		MOWER-TX TURF GATOR	7,950	9,000		9,000
5502	PARK	5502-412.0007	2011	JOHN DEERE		MOWER-TX TURF GATOR	7,645			
5502	PARK	5502-412.0007	2011	JOHN DEERE		MOWER-TX TURF GATOR	7,645			
5502	PARK	5502-412.0007	2006	VENTRAC		MOWER	12,500			
5502	PARK	5502-412-0202	2012	KUBOTA	M8560 HF	TRACTOR	35,931			
5502	PARK	5502-412-0203	2012	JOHN DEERE	2653B	REEL MOWER	24,421			
5502	PARK	5502-412.0007	2007	TORO	30,411	REEL MOWER	40,387			
5503	CEMETERY	5503-411-0115	2009	FORD	F150	1/2 TON PICKUP TRUCK	13,163			
5503	CEMETERY	5503-411-0116	2014	FORD	F250	3/4 TON PICKUP TRUCK	22,638			
5503	CEMETERY	5503-411-0008	2002	NEW HOLLAND	T40	TRACTOR	16,000			
5503	CEMETERY	5503-412	2007	SCAG	TURF TIGER	29HP 61"DECK CANOPY	9,500			
5505	STREET	5505-411-0009	2005	CHEVROLET		DUMP TRUCK	36,900			
5505	STREET	5505-411-0025	1995	CHEVROLET		DUMP TRUCK	27,950			
5505	STREET	5505-411-0027	1992	CHEVROLET		DUMP TRUCK	24,890		85,000	85,000
5505	STREET	5505-411-0029	1999	CHEVROLET		DUMP TRUCK	35,187			
5505	STREET	5505-411-0121	2008	CHEVROLET		DUMP TRUCK	68,322			
5505	STREET	5505-411-0122	2007	ZIPPER	AZ500	ASPHALT ZIPPER	91,807			
5505	STREET	5505-411-0123	2009	FORD	F150	1/2 TON PICKUP TRUCK-CREWCAB	15,805			
5505	STREET	5505-411-0124	2011	FORD	F250	3/4 TON PICKUP TRUCK	18,875			
5505	STREET	5505-411-0125	2013	FORD	F150	1/2 TON PICKUP TRUCK-CREWCAB	20,585			
5505	STREET	5505-411-0223	2011	FORD	F750	WATER TANKER TRUCK	82,315			
5505	STREET	5504-411-0224	2015	FORD	F750	DUMP TRUCK	74,624			
5505	STREET	5505-411-0126	2015	DODGE	RAM 1500	1/2 TON QUAD CAB PICKUP TRUCK	24,893			
5505	STREET	5505-412-0225	2016	JOHN DEERE	310SL	BACKHOE	88,000			
5505	STREET	5505-412-0002	1998	CATERPILLAR		LOADER	61,696			
5505	STREET	5505-412-0047	1982	FORD	1700	TRACTOR	4,000			
5505	STREET	5505-412-0053	2000	CATERPILLAR	120H	GRADER	121,167			
5505	STREET	5505-412-0054	2004	INGERSOL		COMPACT ROLLER	23,500			
5505	STREET	5505-412-0055	1971	CATERPILLAR	941B	LOADER-FRONT END	7,800		75,000	75,000
5505	STREET	5505-412-0058	2000	LEEBOY		ASPHALT PAVER	37,500	84,000		84,000
5505	STREET	5505-412-0101	2005	SELF PROPELLED		POWER BROOM	30,000			
5505	STREET	5505-412-0220	2007	CATERPILLAR	924G	LOADER-FRONT END	115,200			
5505	STREET	5505-412-0221	2009	PNEUMATIC TIR	CP142	DYNAPAC	65,650			
5505	STREET	5505-412-0222	2010	BANDIT	150XP	WOODCHIPPER	27,148			
TOTAL COMMUNITY SERVICE							1,447,518	93,000	160,000	253,000

**FLEET & HEAVY EQUIPMENT REPLACEMENT**

FUND	DEPT	ACCOUNT	Year	Make	Model	Desc	Original	CAPITAL	NOT	CAPITAL
							Cost	INCLUDED	INCLUDED	REQUEST
								FY16-17	FY16-17	FY16-17
<b>FIRE AND EMS</b>										
5602	FIRE PREVENTATION	5602-411-0320	2003	CHEVROLET		1/2 TON PICKUP TRUCK	19,378		36,000	36,000
5602	FIRE PREVENTATION	5602-411-0340	2008	DODGE		1/2 TON PICKUP TRUCK-CREWCAB	16,453			
5602	FIRE PREVENTATION	5602-411-0341	2005	CHEVROLET	TAHOE	SUV	26,495			
5602	FIRE PREVENTATION	5602-411-0341	2012	CHEVROLET	TAHOE	SUV	25,327			
5603	FIRE SUPPRESSION	5603-411-0332	1997	SUTPHEN		PUMPER	196,902			
5603	FIRE SUPPRESSION	5603-411-0334	2012	E-ONE		PUMPER	338,391			
5603	FIRE SUPPRESSION	5603-411-0335	1997	SUTPHEN		MT LADDER	449,699			
5603	FIRE SUPPRESSION	5603-411-0321	2000	CHEVROLET		C-70 TRUCK	91,474			
5603	FIRE SUPPRESSION	5603-411-0322	1981	CHEVROLET		C-60 TRUCK	27,000			
5603	FIRE SUPPRESSION	5603-411-0326	1990	CHEVROLET		C-70 TRUCK	69,000			
5603	FIRE SUPPRESSION	5603-411-0366	2014	FORD	F550	BRUSH TRUCK	116,645			
5603	FIRE SUPPRESSION	5603-411-0324	1996	GMC		RESCUE TRUCK	74,702			
5603	FIRE SUPPRESSION	5603-411-0333	1993	E-ONE		H-160 TRUCK	141,040			
5604	EMS	5604-411-0327	2008	FORD	E450	AMBULANCE	109,807			
5604	EMS	5604-411-0328	2005	FORD	E450	AMBULANCE	83,341			
5604	EMS	5604-411-0329	2012	FORD	E450	AMBULANCE	137,349			
5604	EMS	5604-411-0330	2015	FORD	E450	AMBULANCE	143,938			
5604	EMS	5604-412-0001	2004	POLARIS	RANGER	6 X 6	10,296	16,000		16,000
<b>TOTAL FIRE AND EMS</b>							<b>2,077,237</b>	<b>16,000</b>	<b>36,000</b>	<b>52,000</b>
<b>POLICE</b>										
5702	PATROL	5702-411-0199	2015	POLARIS	RANGER CREW	UTILITY VEHICLE	24,000			
5702	PATROL	5702-411-0306	2013	CHEVROLET	TAHOE	TAHOE SUV	26,409			
5702	PATROL	5702-411-0303	2011	DODGE	CHARGER	PATROL VEHICLE	23,652	19,850		19,850
5702	PATROL	5702-411-0307	2013	CHEVROLET	CAPRICE	PATROL VEHICLE	26,787	19,850		19,850
5702	PATROL	5702-411-0308	2013	CHEVROLET	CAPRICE	PATROL VEHICLE	26,787	19,850		19,850
5702	PATROL	5702-411-0301	2014	CHEVROLET	CAPRICE	PATROL VEHICLE	27,452	19,850		19,850
5702	PATROL	5702-411-0302	2014	CHEVROLET	CAPRICE	PATROL VEHICLE	27,452			
5702	PATROL	5702-411-0310	2014	CHEVROLET	CAPRICE	PATROL VEHICLE	27,452			
5702	PATROL	5702-411-0300	2015	CHEVROLET	TAHOE	SUV	29,715			
5702	PATROL	5702-411-0305	2015	CHEVROLET	TAHOE	SUV	29,715			
5702	PATROL	5702-411-0304	2015	CHEVROLET	CAPRICE	VEHICLE	27,720			
5702	PATROL	5702-411-0306	2016	CHEVROLET	TAHOE	SUV	34,233			
5702	PATROL	5702-411-0307	2016	CHEVROLET	TAHOE	SUV	34,233			
5702	PATROL	5702-411-0308	2016	CHEVROLET	TAHOE	SUV	34,233			
5705	CID	5705-411-0190	2008	DODGE	BLUE	QUAD CAB PICKUP	16,453			
5705	CID	5705-411-0191	2008	DODGE	SILVER	QUAD CAB PICKUP	16,578			
5705	CID	5705-411-0192	2008	DODGE	CHARGER	PATROL VEHICLE	17,261			
5705	CID	5705-411-0196	2013	FORD	EXPEDITION	SUV	28,090			
5705	CID	5705-411-0197	2014	FORD	F150	1/2 TON PICKUP TRUCK	27,130			
5705	CID	RENTAL	2016	DODGE	CHARGER	VEHICLE	N/A			
5705	CID	RENTAL	2015	NISSAN	ALTIMA	VEHICLE	N/A			
5705	CID	RENTAL	2015	CHEVROLET	MALIBU	VEHICLE	N/A			
5706	PROFESSIONAL STANDARDS	5706-411-0309	2010	CHEVROLET	TAHOE	PATROL VEHICLE	31,270			
5707	ACO	5707-411-0439	2015	FORD	F350	1 TON 4X4 DIESEL TRUCK	39,679			
<b>TOTAL POLICE DEPARTMENT</b>							<b>576,301</b>	<b>0</b>	<b>79,400</b>	<b>0</b>
<b>COMMUNITY DEVELOPMENT</b>										
5802	INSPECTIONS	5802-411-0141	2009	FORD	RANGER	1/2 TON PICKUP TRUCK	11,885			
5802	INSPECTIONS	5802-411-0142	2015	CHEVROLET	COLORADO	1/2 TON PICKUP TRUCK	20,265			
5803	CODE ENFORCEMENT	5803-411-0095	2005	CHEVROLET	S10 BLAZER	S10 BLAZER	17,330		26,000	26,000
<b>TOTAL COMMUNITY DEVELOPMENT</b>							<b>49,480</b>			<b>26,000</b>
<b>TOTAL GENERAL FUND</b>							<b>4,170,986</b>	<b>188,400</b>	<b>196,000</b>	<b>410,400</b>

# FLEET & HEAVY EQUIPMENT REPLACEMENT

FUND	DEPT	ACCOUNT	Year	Make	Model	Desc	Original	CAPITAL	NOT	CAPITAL
							Cost	INCLUDED	INCLUDED	REQUEST
								FY16-17	FY16-17	FY16-17
<b>WATER/WASTEWATER</b>										
5001	PRODUCTION	5001-411-0137	2012	FORD	F150	1/2 TON PICKUP TRUCK	18,103			
5001	PRODUCTION	5001-411-0138	2012	FORD	F150	1/2 TON PICKUP TRUCK	18,103			
5001	PRODUCTION	5001-411-0330	2014	FORD	F150	1/2 TON EXT CAB PICKUP TRUCK	24,415			
5001	PRODUCTION	5001-412-0087	1998	CASE IH	C60	TRACTOR	17,871	28,000		28,000
5002	WATER DIST	5002-411-0080	1973	CHEVROLET	C30	TRUCK (WeLL Pulling Rig)	8,000			
5002	WATER DIST	5002-411-0086	2003	CHEVROLET		DUMP TRUCK	36,545			
5002	WATER DIST	5002-411-0139	2013	DODGE	RAM 1500	1/2 TON PICKUP TRUCK	22,025			
5002	WATER DIST	5002-411-0230	2013	DODGE	RAM 1500	1/2 TON EXT CAB PICKUP TRUCK	34,962			
5002	WATER DIST	5002-411-0331	2014	FORD	F250	3/4 TON CREW CAB PICKUP TRUCK	40,957			
5002	WATER DIST	5002-412-0580	2015	CATERPILLAR	420F	BACKHOE	92,748			
5002	WATER DIST	5002-412-0085	1995	JOHN DEERE	MODEL 4039	TRACTOR	10,500			
5002	WATER DIST	5002-412-0089	1999	INGERSOL		AIR COMPRESSOR	10,327			
5003	CUSTOMER SERVICE	5003-411-0500	2016	CHEVROLET	SILVERADO	1/2 TON PICKUP TRUCK	26,035			
5003	CUSTOMER SERVICE	5003-411-0501	2016	CHEVROLET	SILVERADO	1/2 TON PICKUP TRUCK	26,035			
5003	CUSTOMER SERVICE	5003-411-0134	2009	FORD	F150	1/2 TON PICKUP TRUCK	14,543	24,000		24,000
5003	CUSTOMER SERVICE	5003-412-0002	2012	JOHN DEERE		TX-GATOR	10,849			
5101	COLLECTION	5101-411-0135	2009	FORD	RANGER	1/2 TON PICKUP TRUCK	14,214		24,000	24,000
5101	COLLECTION	5101-411-0136	2010	FORD	F350	1 TON PICKUP TRUCK	20,252			
5101	COLLECTION	5101-412-0231	2012	JOHN DEERE	310SI	BACKHOE	76,500			
5101	COLLECTION	5101-412-0232	2012	FREIGHTLINER	V390	VACCON TRUCK	301,365			
5101	COLLECTION	5101-412-0233	2015	FORD	F750	DUMP TRUCK	86,214			
5102	WWTP	5102-411-0080	2007	JOHN DEERE	5603	TRACTOR/FRONT END LOADER	37,982			
5102	WWTP	5102-412-0230	2008	VOVLO	MC70B	SKID STEER LOADER	22,880			
<b>TOTAL WATER/WASTEWATER FUND</b>							<b>971,425</b>	<b>52,000</b>	<b>24,000</b>	<b>76,000</b>
<b>LANDFILL</b>										
5001	LANDFILL	5001-411-0071	2002	DODGE		3/4 TON PICKUP TRUCK	16,396			
5001	LANDFILL	5001-411-0077	1999	CHEVROLET		1/2 TON PICKUP TRUCK	21,000	45,000		45,000
5001	LANDFILL	5001-412-0002	2006	CATERPILLAR	D6	DOZER	320,350			
5001	LANDFILL	5001-412-0003	1990	CATERPILLAR	816	COMPACTOR	189,650			
5001	LANDFILL	5001-412-0006	2008	CATERPILLAR	725	ARTICULATED TRUCK	253,281			
5001	LANDFILL	5001-412-0007	2009	KOMATSU	PC300LC	EXCAVATOR	220,100			
5001	LANDFILL	5001-412-0008	2014	TANA	E320	COMPACTOR	486,500			
<b>TOTAL LANDFILL</b>							<b>1,507,277</b>	<b>45,000</b>	<b>0</b>	<b>45,000</b>
<b>AIRPORT</b>										
5001	AIRPORT	5001-411-0301	2008	CHEVROLET	TAHOE	SUV	27,608			
<b>TOTAL AIRPORT</b>							<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL ALL FUNDS</b>							<b>6,649,687</b>	<b>285,400</b>	<b>220,000</b>	<b>531,400</b>

# NON MOBILE EQUIPMENT REPLACEMENT

					CAPITAL INCLUDED FY16-17	NOT INCLUDED FY16-17	CAPITAL REQUEST FY16-17
Department	Year	Make	Model	Purchase Price			
Parks & Recreation	2000	TORO	674 Reel Mower - model 3100	\$3,500.00			
Parks & Recreation	2002	New Holland	Loader w/ Bucket	\$4,500.00			
Parks & Recreation	2002	Modern	6' Box Blade	\$425.00			
Parks & Recreation	2002	Unknown	48" Pallet Forks	\$725.00			
Parks & Recreation	2004	Steiner	Power Rake	\$4,500.00			
Parks & Recreation	1997	Top Hat	16' Trailer w/ Tailgate (Black)	\$2,390.00			
Parks & Recreation	2001	PJ	12'x5' Trailer w/ Tailgate (Red)	\$2,000.00			
Parks & Recreation	2005	Top Hat	Trailer	\$2,000.00			
Parks & Recreation	2007	SCAG	ZCAT 16 HP 36" Deck	\$4,987.00			
Parks & Recreation	2000	TORO	REELMASTER 3100-D	\$8,000.00			
Parks & Recreation	2008	Unknown	7x16' Utility Trailer (Black)	\$2,195.00			
Parks & Recreation	2008	Kubota	Zero Turn Mower ZG327P-60 (60" deck)	\$7,900.00		11,000	11,000
Parks & Recreation	2008	Kubota	Zero Turn Mower ZG227-54 (54" deck)	\$7,500.00			
Parks & Recreation	2005	Rhino	Rotary Shredder	\$9,418.00			
Parks & Recreation	2008	John Deere	1200A Field Rake	\$9,464.30		15,000	15,000
Parks & Recreation	2004	Rahn	GROOMER	\$8,500.00			
Parks & Recreation	2002	Homemade	Load Trailandscape Trailer	\$2,390.00			
Parks & Recreation	2004	Unknown	ALUMACRAFT 12 FT BOAT	\$2,000.00			
Parks & Recreation	2014	SCAG	61" TURF TIGER MOWER (ST161V-26CH-EFI)	\$9,675.00			
Parks & Recreation	2014	TORO	CUTTING UNIT	\$13,390.00			
Parks & Recreation	2015	EAST TX TRAILER	DUMP TRAILER (7' x 12' BLACK)	\$5,450.00			
Cemetery	2004	Unknown	16' Trailer w/ Tailgate (Red)	\$2,500.00			
Cemetery	2004	Billy Goat	Leaf Vac	\$3,865.95			
Cemetery	2006	Top Hat	Trailer w/4' Ramp	\$950.00			
Cemetery	2008	Kubota	Zero Turn Mower ZG222-48 (48" deck)	\$6,400.00			
Cemetery	2012	SCAG	48" Cheetah SCZ48V Zero Turn Mower	\$7,378.21			
Cemetery	2014	SCAG	61" TURF TIGER MOWER	\$9,675.00			
Street	2004	Interstate	14PBS Falt Bed	\$6,220.00			
Street	1980	Trail King	TRAILER				
Street	1970	Homemade	UTILITY TRAILER	\$800.00			
Street	1998	Homemade	TRAILER (BLACK FLAT BED)				
Street	2006	Longhorn	TRAILER				
Street	2014	CENTEX	UTILITY TRAILER	\$980.00			
				COMMUNITY SERVICES	0	26,000	26,000
Water & WasteWater	2004	Skagg	Turf Tiger Riding Mower	\$7,000.00	10,000		10,000
Water & WasteWater	2007	H & H	Utility Trailer	free - receive from court order			
Water & WasteWater	2014		Utility Trailer	\$21,300.00			
Water & WasteWater	2014	SCAG	52" DECK CHEETAH MOWER	\$8,395.00			
Water & WasteWater	2015	SCAG	Turf Tiger Riding Mower	\$9,350.00			
Water & WasteWater	1980	Unknown	Flat Bed Trailer 16' (White)	Unkown			
Water & WasteWater	1980	Unknown	Black 6x8 Trailer (Holds Electric Eel)	Unknown			
Water & WasteWater	1988	Unknown	Trailer 6x8 (White)	Unknown			
Water & WasteWater	1980	Unknown	6" Pump on Wheels (Blue)	Unknown			
Water & WasteWater	2005	Skagg	Tiger Cub Mower STC48A-19KA	\$5,900.00			
Water & WasteWater	1999	Unknown	Trailer Tra/REMORQUE4ZECF	\$2,895.00			
Water & WasteWater	2006	Longhorn	5x8 Black Longhorn Trailer	\$675.00			
Water & WasteWater	2006	Longhorn	5x8 Black Longhorn Trailer	\$675.00			
Water & WasteWater	2012	Longhorn	5X8 Utility Trailer	\$599.99			
				WATER	10,000	0	10,000
Landfill	1970	Unknown	Equipment Trailer 16' Flat Bed (Red)	Unknown			
				LANDFILL			0
				Totals	10,000	26,000	36,000



# **NEW PROGRAMS**



**NEW PROGRAMS - ENHANCED SERVICES**

Division staff prepare budget requests based upon Council priorities, citizen requests, the strategic plan and service demands. Base budgets are prepared and carefully reviewed against priorities. Enhanced services are new programs and personnel changes deemed necessary by departments in order to provide required services more timely and efficiently. The following is a cumulative list of those requests.

FUND	DEPT	DESCRIPTION	INCLUDED 2016-2017	NOT INCLUDED	REQUEST AMOUNT
<b>ADMINISTRATION</b>					
5101	COUNCIL	EMPLOYEE EFFICIENCY STUDY	25,000		25,000
5101	COUNCIL	AUTOMATED AGENDA SYSTEM		15,000	15,000
5101	COUNCIL	I PAD'S		10,000	10,000
5101	COUNCIL	REPAINT/TEXTURE ETC COUNCIL CHAMBERS		3,500	3,500
5105	MUNICIPAL BUILDING	REPAINT/TEXTURE CEILING ETC 2ND FLOOR		9,500	9,500
5105	MUN BLD, MSC, LIBRARY	JANITOR (PART-TIME TO FULL-TIME)		37,000	37,000
5106	MSC	SECURITY CAMERA SYSTEM		4,500	4,500
5106	MSC	INCREASE PARKING LOT		11,000	11,000
5401	HUMAN RESOURCES	INCREASED VACATION FOR LT EMPLOYEES			TBD
5401	HUMAN RESOURCES	TMRS MATCHING CONTRIBUTION 6% TO 7%			TBD
5401	HUMAN RESOURCES	RETIREE HEALTH INSURANCE			TBD
5401	HUMAN RESOURCES	SICK LEAVE PAYOFF - RETIREMENT			TBD
5401	HUMAN RESOURCES	SICK LEAVE POOL			TBD
<b>TOTAL ADMINISTRATION</b>			<b>25,000</b>	<b>90,500</b>	<b>115,500</b>
<b>COMMUNITY SERVICES</b>					
5502	PARK	TRAILER w 60GAL SPRAYER / SPREADER / SEEDER	7,900		7,900
5502	PARK	ADDITIONAL FT PARK MAINTENANCE EMPLOYEE	45,180		45,180
<b>TOTAL COMMUNITY SERVICE</b>			<b>53,080</b>	<b>-</b>	<b>53,080</b>
<b>STREET DEPARTMENT</b>					
5505	STREET	STREET SWEEPER		220,000	220,000
5502	STREET	SCISSOR LIFT	30,000		30,000
<b>TOTAL STREET DEPARTMENT</b>			<b>30,000</b>	<b>220,000</b>	<b>250,000</b>
<b>FIRE AND EMS</b>					
56xx	ALL DEPARTMENTS	TMRS INCREASE TO 7%			TBD
56xx	ALL DEPARTMENTS	INCREASE MINIMUM STAFFING TO 9EA (6 NEW EE)		336,000	336,000
5603	FIRE SUPPRESSION	SCBA MASKS (INDIVIDUAL) / SCBA TESTING	7,130		7,130
5604	EMS	LUCAS CPR COMPRESSION SYSTEM	39,609		39,609
5603	FIRE SUPPRESSION	UNMANNED GROUND MONITOR NOZZLES		7,500	7,500
5603	FIRE SUPPRESSION	RIT-RESCUE BREATHING HOSE FOR ALL SCBA (22)	12,700		12,700
56xx	ALL DEPARTMENTS	EXERCISE EQUIPMENT		4,455	4,455
5603	FIRE SUPPRESSION	MULTI-FORCE FORCIBLE DOOR SIMULATOR		7,045	7,045
5603	FIRE SUPPRESSION	TRAINING AIDS RESCUE/FIRE SUPPRESSION		4,700	4,700
5603	FIRE SUPPRESSION	WILDLAND (PPE) FOR TIFMAS STRIKE TEAM (9 MEMBERS)		5,850	5,850
5604	EMS	ADULT / CHILD / INFANT AIRWAY TRAINING AID		5,716	5,716
5603	FIRE SUPPRESSION	SHIPPING CONTAINER (2EA) CONTAINED SPACE TRAINING		6,800	6,800
56xx	ALL DEPARTMENTS	IAFF-ANNUAL PHYSICAL ASSESSMENT		14,500	14,500
56xx	ALL DEPARTMENTS	INCREASED VACATION FOR LT EMPLOYEES		TBD	TBD
5603	FIRE SUPPRESSION	BUNKER GEAR STORAGE LOCKERS (16EA) FS#1		5,000	5,000
56xx	ALL DEPARTMENTS	PUBLIC EDUCATION ACCOUNT		3,945	3,945
5603	FIRE SUPPRESSION	COMPUTER SCBA MOUNTED ACCOUNTABILITY		9,900	9,900
5603	FIRE SUPPRESSION	PORTABLE DECONTAMINATION SHOWER / (2EA) HAZMAT SUITS		5,000	5,000
56xx	ALL DEPARTMENTS	INCIDENT COMMAND VEHICLE		48,600	48,600
5601	ADMIN	ASST FIRE CHIEF		105,000	105,000
5603	FIRE SUPPRESSION	CONFINED SPACE "RESCUE" EQUIPMENT		7,600	7,600
5602	PREVENTION	FIRE PREVENTION TRAILER		8,500	8,500
<b>TOTAL FIRE AND EMS</b>			<b>59,439</b>	<b>586,111</b>	<b>645,550</b>
<b>POLICE</b>					
5709	PUBLIC SAFETY	ADMINISTRATIVE ASSISTANT	49,837		49,837
5709	PUBLIC SAFETY	IT SPECIALIST		62,650	62,650
5701	ADMIN	DOCUMENT MANAGEMENT SYSTEM (POWER DMS)		7,500	7,500
5702	PATROL	K9 UNIT VEHICLE		66,300	66,300
5702	PATROL	K9 DOG & EQUIPMENT	20,000	11,500	11,500
5702	PATROL	K9 UNIT VEHICLE/GAS & OIL	10,000	9,000	9,000
5702	PATROL	K9 UNIT VET CARE/FOOD		4,100	4,100
5702	PATROL	K9 UNIT TRAINING/AMMO	5,000	3,500	3,500
5702	PATROL	K9 UNIT UNIFORMS/EQUIPMENT	10,000	2,000	2,000
5702	PATROL	POLICE OFFICERS (4) SERGEANT (1) H.E.A.T.		336,000	336,000
5702	PATROL	H.E.A.T. VEHICLES (3)		190,000	190,000
5702	PATROL	H.E.A.T. WEARING APPAREL		20,000	20,000
5702	PATROL	H.E.A.T. TRAINING/AMMO		15,000	15,000
<b>TOTAL POLICE DEPARTMENT</b>			<b>94,837</b>	<b>727,550</b>	<b>777,387</b>
<b>PLANNING AND BUILDING SERVICES</b>					
5801	ADMIN	UPDATE ZONING ORDINANCE		60,000	60,000
<b>TOTAL PLANNING AND BUILDING SERVICES</b>			<b>-</b>	<b>60,000</b>	<b>60,000</b>
<b>TOTAL GENERAL FUND</b>			<b>262,356</b>	<b>1,684,161</b>	<b>1,901,517</b>

**NEW PROGRAMS - ENHANCED SERVICES**

Division staff prepare budget requests based upon Council priorities, citizen requests, the strategic plan and service demands. Base budgets are prepared and carefully reviewed against priorities. Enhanced services are new programs and personnel changes deemed necessary by departments in order to provide required services more timely and efficiently. The following is a cumulative list of those requests.

FUND	DEPT	DESCRIPTION	INCLUDED 2016-2017	NOT INCLUDED	REQUEST AMOUNT
<b>WATER/WASTEWATER</b>					
5000	ADMINISTRATION	STORES/WAREHOUSE INVENTORY MANAGER		53,500	53,500
5000	ENGINEERING	CONSTRUCTION INSPECTION & COORDINATION SUPERINTENDENT		76,000	76,000
5001	WATER PRODUCTION	DEVELOPMENT OF NEW WATER WELL (536ACRE TRACT)		35,000	35,000
5101	WASTEWATER COLLECTION	SYSTEM EVALUATION BASIN 6 (PHASE II) part 2 of 2	74,000		74,000
5102	WWTP	LIFT STATION 1, PUMPS #1, #2 AND #3 REHAB	42,000		42,000
5102	WWTP	LIFT STATION 2 REHAB	23,500		23,500
5102	WWTP	SECONDARY CLARIFIER STILLING WELLS & SCUM ARMS	36,000		36,000
5102	WWTP	SODIUM BISULFITE BUILDING & BULK STORAGE			30,000
5102	WWTP	GORMAN-RUPP RAS PUMP REPLACEMENT			35,000
<b>TOTAL WATER/WASTEWATER</b>			<b>175,500</b>	<b>164,500</b>	<b>405,000</b>
<b>LANDFILL</b>					
5001	LANDFILL	SHREDDER (LEASE PYMT 1 OF 5) ****	175,000		175,000
5001	LANDFILL	6-INCH TRASH PUMP WITH TRAILER	25,000		25,000
<b>TOTAL LANDFILL</b>			<b>200,000</b>	<b>-</b>	<b>200,000</b>
<b>TOTAL ALL FUNDS</b>			<b>637,856</b>	<b>1,848,661</b>	<b>2,506,517</b>

TBD=to be determined

\*\*\* ITEM ALSO LISTED ON CAPITAL IMPROVEMENT PROGRAM

PROPOSED

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# **DEBT SERVICE**

# Debt Service Policy

## Debt Service Policy

The City’s goal is to fund capital improvement projects on a “pay-as-you-go” basis whenever possible. For large infrastructure projects or large pieces of equipment, debt financing is sometimes required. The City’s debt management objective is to maintain levels of debt service that does not adversely impact tax or utility rates and does not hinder the City’s ability to effectively operate the utility systems, street network, or other facilities. Debt financed projects must meet the City’s long-term financing criteria as included in the Fiscal and Budgetary Policy.

When the City of Stephenville utilizes long-term debt financing, it will ensure that the debt is soundly financed by:

- Conservatively projecting the revenue sources that will be utilized to pay the debt.
- Financing the improvement over a period of time not greater than the useful life of the asset.

## Debt and Tax Rate Limitations

All taxable property within the City is subject to the assessment, levy and collection by the City of a continuing, direct annual ad valorem tax sufficient to provide for the payment of principal and interest on the Bonds within the limits prescribed by law. Article XI, Section 5, of the Texas Constitution is applicable to the City and limits its maximum ad valorem tax rate to \$2.50 per \$100 of assessed valuation for all City purposes.

## Calculation of Legal Debt Margin – October 1, 2016

Taxable Assessed Valuation	\$1,092,242,104
Constitutional Limit	2.50% of assessed valuation
Maximum Constitutional Revenue Available	\$26,508,024
Tax Rate to Achieve Maximum Tax Revenue	\$2.50 per \$100 of valuation
Tax Rate for FY 2016-2017	\$0.49 per \$100 of valuation
Available Unused Constitutional Max Tax Rate	\$2.01of assessed valuation

The City operates under a Home Rule Charter that adopts the constitutional provisions. Under rules promulgated by the Office of the Attorney General of Texas, such office will not approve tax bonds of the City unless the City can demonstrate its ability to pay debt service requirements on all outstanding City tax bonds, including the issue to be approved.

# Debt Service

## **General Obligation Interest and Sinking Fund**

This fund derives its revenue from property taxes. The amount of the taxes levied is determined by the City Council. The function of this fund is to retire bonded indebtedness and pay the interest on the indebtedness. The debt, which this fund retires, was issued by the City for General Fund capital equipment and infrastructure.

## **Utility Fund Bonds**

Detail for Utility-related debt is located in the non-departmental section of the Utility Fund's budget.

## **Airport Bonds**

Detail for Airport related debt is located in the Airport budget.

## **Stormwater Drainage Bonds**

Detail for the drainage related debt is located in the Storm Water Drainage budget.

## **Current Debt Requirements**

The total Debt Service requirements for the City of Stephenville in fiscal year 2016-2017 is \$3,002,410. The total General Obligation debt service requirements for fiscal year 2016-2017 is \$487,445 the Utility systems bond requirement equals \$1,984,995, and the Enterprise systems bond requirement equal \$529,971.

Funds for the G.O. Debt Service expenses will come from ad valorem taxes (\$487,445). The Water and Sewer System Bonds are funded by and paid directly from the Utility Operating Fund. The Enterprise system debts are funded by and paid directly from the respective operating funds.

The following pages detail the future annual principal and interest requirements for the City's outstanding debt obligations as of October 1, 2017. Through 2033, the City has a total of \$18,625,270 in principal to retire and \$3,831,793 in interest payments.

# General Debt Service Fund

Debt Service accounts for all funds required to finance the payment of interest and principal on all general debt, serial and term, other than the payable exclusively from special assessments and revenue debt issued for and serviced by a governmental enterprise. The City has authorized the following issues:

## General Obligation Bonds

Certificates of Obligation, Series 2014 (Refund 2009) – On March 17, 2009, the City Council authorized the issuance of \$1,500,000 in bonds for the purpose of providing funds to finance the costs of *building an Aquatic Center* and to pay the associated costs of issuance. On April 1, 2014, the City Council passed an ordinance authorizing the issuance of \$1,315,000 General Obligation Refunding Bonds, Series 2014 for the purpose of refinancing the Series 2009 previously issued.

Certificates of Obligation, Series 2011 – On August 2, 2011 the City Council authorized the issuance of \$4,000,000 in bonds for the purpose of providing funds to finance the costs of *building a Fire Station #2 and a Major Thoroughfare Street Renovation* and to pay the associated costs of issuance.

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2016

PAGE:

08 -DEBT SERVICE FUND  
FUND FINANCIAL SUMMARY

	2013-2014 ACTUAL	2014-2015 ACTUAL	(----- 2015-2016 -----) CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	2016-2017 CITY ADMIN. RECOMMENDED	----- COUNCIL ADOPTED
<u>REVENUE SUMMARY</u>							
ALL REVENUE	595,990	581,713	482,463	479,484	488,500	488,500	488,500
FUND TOTAL REVENUES	595,990	581,713	482,463	479,484	488,500	488,500	488,500
<u>EXPENDITURE SUMMARY</u>							
ALL EXPENDITURES	582,888	582,845	482,463	449,697	488,446	488,446	488,446
FUND TOTAL EXPENDITURES	582,888	582,845	482,463	449,697	488,446	488,446	488,446
REVENUES OVER/(UNDER) EXPENDITURES	13,102	( 1,132)	0	29,787	54	54	54

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2016

PAGE:

08 -DEBT SERVICE FUND  
DIVISION FINANCIAL SUMMARY

	2013-2014 ACTUAL	2014-2015 ACTUAL	(----- 2015-2016 -----) CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	2016-2017 CITY ADMIN. RECOMMENDED	----- COUNCIL ADOPTED
<u>REVENUE SUMMARY</u>							
0 TAXES	595,268	580,996	482,000	478,964	488,000	488,000	488,000
5 OTHER REVENUE	722	717	463	520	500	500	500
FUND TOTAL REVENUES	595,990	581,713	482,463	479,484	488,500	488,500	488,500
<u>EXPENDITURE SUMMARY</u>							
DEBT SERVICE							
01 TOTAL EXPENSES							
6-BANK CHARGES	295	693	1,000	0	1,000	1,000	1,000
7-DEBT SERVICE	582,593	582,153	481,463	449,697	487,446	487,446	487,446
TOTAL 01 TOTAL EXPENSES	582,888	582,845	482,463	449,697	488,446	488,446	488,446
TOTAL DEBT SERVICE	582,888	582,845	482,463	449,697	488,446	488,446	488,446
FUND TOTAL EXPENDITURES	582,888	582,845	482,463	449,697	488,446	488,446	488,446
REVENUES OVER/(UNDER) EXPENDITURES	13,102	( 1,132)	0	29,787	54	54	54



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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2016

PAGE:

08 -DEBT SERVICE FUND

ARY

	2013-2014	2014-2015	(----- 2015-2016 -----)	(----- 2016-2017 -----)			
REVENUES	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>0 TAXES</u>							
4001 PROPERTY TAXES	590,043	575,423	482,000	478,964	488,000	488,000	488,000
4003 PENALTY & INTEREST	5,224	5,573	0	0	0	0	0
TOTAL 0 TAXES	595,268	580,996	482,000	478,964	488,000	488,000	488,000
<u>5 OTHER REVENUE</u>							
4501 INTEREST ON CHECKING	722	717	463	520	500	500	500
TOTAL 5 OTHER REVENUE	722	717	463	520	500	500	500
FUND TOTAL REVENUES	595,990	581,713	482,463	479,484	488,500	488,500	488,500

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CITY OF STEPHENVILLE  
ADOPTED BUDGET  
AS OF: JULY 31ST, 2016

PAGE:

08 -DEBT SERVICE FUND  
DIVISION - DEBT SERVICE

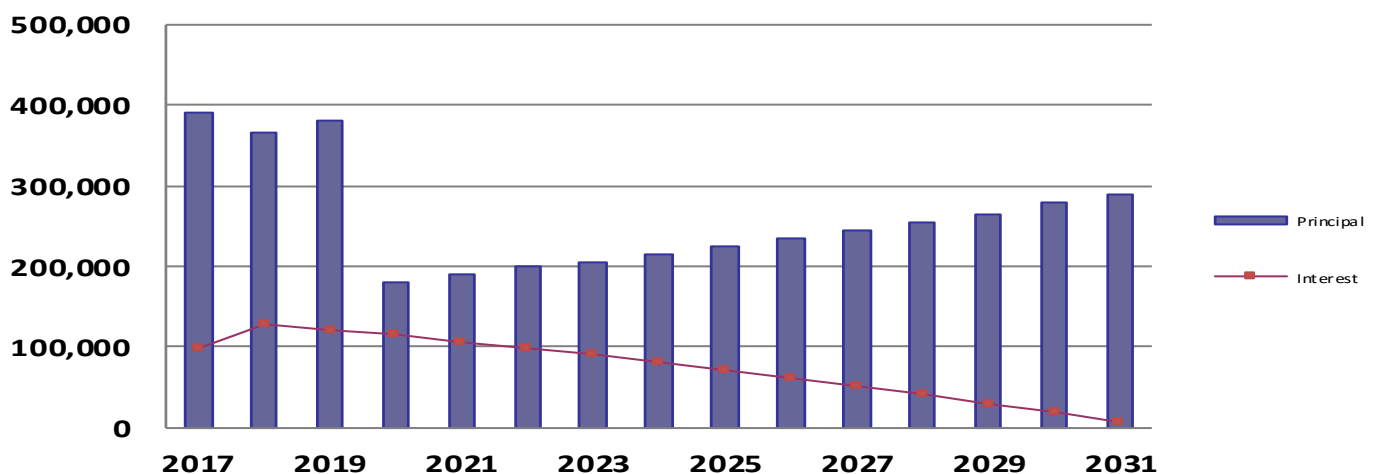
	2013-2014	2014-2015	(----- 2015-2016 -----)	(----- 2016-2017 -----)			
EXPENDITURES	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D + ENCUMBERED	DEPARTMENT REQUESTED	CITY ADMIN. RECOMMENDED	COUNCIL ADOPTED
<u>01 TOTAL EXPENSES</u>							
<u>6-BANK CHARGES</u>							
5001-610 BANK CHARGES	295	693	1,000	0	1,000	1,000	1,000
TOTAL 6-BANK CHARGES	295	693	1,000	0	1,000	1,000	1,000
<u>7-DEBT SERVICE</u>							
5001-750 BOND PRINCIPAL	465,000	505,000	415,000	415,000	390,000	390,000	390,000
5001-755 BOND INTEREST	117,593	77,153	66,463	34,697	97,446	97,446	97,446
TOTAL 7-DEBT SERVICE	582,593	582,153	481,463	449,697	487,446	487,446	487,446
TOTAL 01 TOTAL EXPENSES	582,888	582,845	482,463	449,697	488,446	488,446	488,446
TOTAL DEBT SERVICE	582,888	582,845	482,463	449,697	488,446	488,446	488,446
FUND TOTAL EXPENDITURES	582,888	582,845	482,463	449,697	488,446	488,446	488,446
REVENUES OVER/(UNDER) EXPENDITURES	13,102	(1,132)	0	29,787	54	54	54

## Summary of Debt Service Charges to Maturity

General Obligation Bonds and Certificates of Obligation -Tax Supported

Year Ending September 30th	Outstanding Beginning of Year	Principal	Interest	Total Requirements
2017	3,920,000.00	390,000.00	97,445.25	487,445.25
2018	3,530,000.00	365,000.00	128,193.00	493,193.00
2019	3,165,000.00	380,000.00	121,694.50	501,694.50
2020	2,785,000.00	180,000.00	114,538.00	294,538.00
2021	2,605,000.00	190,000.00	106,675.00	296,675.00
2022	2,415,000.00	200,000.00	98,387.50	298,387.50
2023	2,215,000.00	205,000.00	89,781.25	294,781.25
2024	2,010,000.00	215,000.00	80,856.25	295,856.25
2025	1,795,000.00	225,000.00	71,506.00	296,506.00
2026	1,570,000.00	235,000.00	61,731.00	296,731.00
2027	1,335,000.00	245,000.00	51,532.00	296,532.00
2028	1,090,000.00	255,000.00	40,906.00	295,906.00
2029	835,000.00	265,000.00	29,856.00	294,856.00
2030	570,000.00	280,000.00	18,275.00	298,275.00
2031	290,000.00	290,000.00	6,162.00	296,162.00
		3,920,000.00	1,117,538.75	5,037,538.75

General Debt Service - Tax Supported



Certificates of Obligation  
2014 Refunding (2009) - \$1,315,000  
Principal Due - February 15

Fiscal Year	Principal	Interest	Total
2017	295,000.00	9,014.25	304,014.25
2018	300,000.00	5,474.00	305,474.00
2019	310,000.00	1,844.50	311,844.50
	<u>905,000.00</u>	<u>16,332.75</u>	<u>921,332.75</u>

Certificates of Obligation  
Series 2011 - \$4,000,000  
Principal Due - February 15

Fiscal Year	Principal	Interest	Total
2017	95,000.00	88,431.00	183,431.00
2018	65,000.00	122,719.00	187,719.00
2019	70,000.00	119,850.00	189,850.00
2020	180,000.00	114,538.00	294,538.00
2021	190,000.00	106,675.00	296,675.00
2022	200,000.00	98,387.50	298,387.50
2023	205,000.00	89,781.25	294,781.25
2024	215,000.00	80,856.25	295,856.25
2025	225,000.00	71,506.00	296,506.00
2026	235,000.00	61,731.00	296,731.00
2027	245,000.00	51,532.00	296,532.00
2028	255,000.00	40,906.00	295,906.00
2029	265,000.00	29,856.00	294,856.00
2030	280,000.00	18,275.00	298,275.00
2031	290,000.00	6,162.00	296,162.00
	<u>3,015,000.00</u>	<u>1,101,206.00</u>	<u>4,116,206.00</u>

# Utility Debt Service

Utility Debt Service accounts for all funds required to finance the payment of interest and principal on all debt which is retired primarily from revenues or earnings of the City's Utility Fund. Such debt includes the following issues:

## **Utility System Revenue Bonds**

**Combination Tax & Revenue Refunding Bonds, Series 2013 (Refund 2003B)** – On April 15, 2003, the City Council passed an ordinance authorizing the issuance of \$1,600,000 in bonds for the purpose of paying all or a portion of the City's contractual obligations incurred with respect to the acquisition, construction and equipment of the water system improvements, including providing *additional water wells and water lines* and paying legal, fiscal and engineering fees in connection with these projects. On November 6, 2012, the City Council passed an ordinance authorizing the issuance of \$570,000 General Obligation Refunding Bonds, Series 2013 for the purpose of refinancing the Series 2003B previously issued.

**Combination Tax & Revenue Certificates of Obligation, Series 2014 (Refund 2004)** – On March 23, 2004, the City Council passed an ordinance authorizing the issuance of \$7,160,000 in bonds for the purpose of paying all or a portion of the City's contractual obligations incurred with respect to the acquisition, construction and equipment of certain public improvements for the City including: (i) additional water wells, pumping facilities and water lines to connect the wells to the City's water distribution system, (ii) water line improvements, pumping facilities and storage to provide a *surface water source* for the City and (iii) paying the costs of legal, fiscal and engineering fees in connection with these projects. On April 1, 2014, the City Council passed an ordinance authorizing the issuance of \$5,175,000 General Obligation Refunding Bonds, Series 2014 for the purpose of refinancing the Series 2004 previously issued

**Combination Tax & Revenue Certificates of Obligation, Series 2013** – On November 19, 2013, the City Council passed an ordinance authorizing the issuance of \$1,000,000 in bonds for the purpose of paying all or a portion of the City's contractual obligations for (i) the acquisition and construction of *sewer line extensions*, (ii) repairs to the streets in the City associated with such sewer line extensions and (iii) payment of legal, fiscal and engineering fees in connection with these projects.

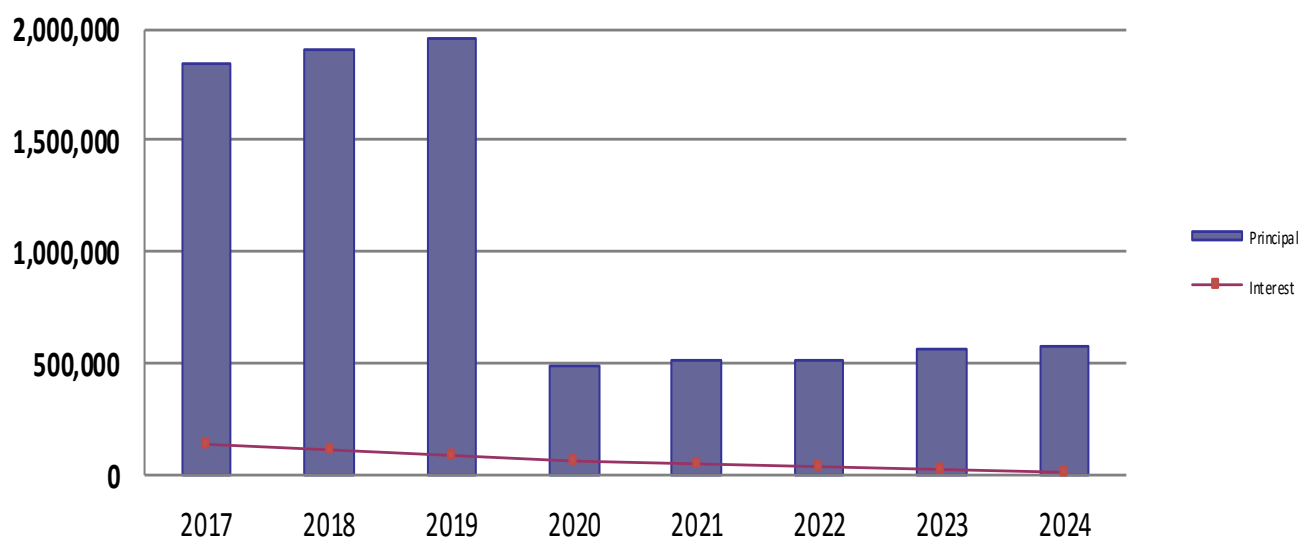
**Capital Lease** – On June 3, 2014, the City Council approved a capital lease of \$2,988,450 for the installation of an Advanced Metering Infrastructure (AMI) system.

## Summary of Utility Debt Service Charges to Maturity

### With Capital Lease

Year Ending September 30th	Outstanding Beginning of Year	Principal	Interest	Total Requirements
2017	8,346,419.91	1,846,871.58	138,122.92	1,984,994.50
2018	6,499,548.33	1,910,911.72	110,470.28	2,021,382.00
2019	4,588,636.61	1,957,805.90	82,411.10	2,040,217.00
2020	2,630,830.71	485,811.26	62,556.24	548,367.50
2021	2,145,019.45	509,608.15	50,064.10	559,672.25
2022	1,635,411.30	508,729.04	35,123.46	543,852.50
2023	1,126,682.26	556,065.44	23,902.35	579,967.79
2024	570,616.82	570,616.82	9,682.22	580,299.04
		8,346,419.91	512,332.67	8,858,752.58

### Utility Debt Service



Utility System Revenue  
& Refunding Bonds  
Series 2013 (2003B) - \$570,000  
Principal Due - Feb 15

Fiscal Year	Principal	Interest	Total
2017	225,000.00	6,850.00	231,850.00
2018	230,000.00	2,300.00	232,300.00
	455,000.00	9,150.00	464,150.00

Utility System Revenue  
& Refunding Bonds  
Series 2014 (2004) - \$5,175,000  
Principal Due - Feb 15

Fiscal Year	Principal	Interest	Total
2017	1,370,000.00	44,089.50	1,414,089.50
2018	1,380,000.00	27,727.00	1,407,727.00
2019	1,640,000.00	9,758.00	1,649,758.00
	4,390,000.00	81,574.50	4,471,574.50

Utility System Revenue  
Series 2013 - \$1,000,000  
Principal Due - Feb 15

Fiscal Year	Principal	Interest	Total
2017	20,000.00	23,655.00	43,655.00
2018	20,000.00	23,157.00	43,157.00
2019	20,000.00	22,659.00	42,659.00
2020	170,000.00	20,293.50	190,293.50
2021	175,000.00	15,998.25	190,998.25
2022	180,000.00	11,578.50	191,578.50
2023	185,000.00	7,034.25	192,034.25
2024	190,000.00	2,365.50	192,365.50
	<u>960,000.00</u>	<u>126,741.00</u>	<u>1,086,741.00</u>

Utility System Capital Lease  
Series 2014 - \$2,988,450  
Principal Due - Feb 15/Sept 15

Fiscal Year	Principal	Interest	Total
2017	231,871.58	63,528.42	295,400.00
2018	280,911.72	57,286.28	338,198.00
2019	297,805.90	49,994.10	347,800.00
2020	315,811.26	42,262.74	358,074.00
2021	334,608.15	34,065.85	368,674.00
2022	328,729.04	23,544.96	352,274.00
2023	371,065.44	16,868.10	387,933.54
2024	380,616.82	7,316.72	387,933.54
	<u>2,541,419.91</u>	<u>294,867.17</u>	<u>2,836,287.08</u>

# Enterprise Funds Debt Service

Enterprise Funds Debt Service amounts for all funds required to finance the payment of interest and principal on all debt which is retired primarily from revenues of earning of the City's Enterprise Funds list. Such debt includes the following issues:

## **Airport Fund**

Combination Tax & Revenue Certificates of Obligations, Series 2003A – On March 18, 2003, the City Council passed an ordinance authorizing the issuance of \$275,000 in bonds for the purpose of paying all or portions of the City's contractual obligations for certain public improvements for the City to-wit: the acquisition, construction and equipment of municipal airport improvements, including utility (water and sewer lines) service to the hangers for restrooms, perimeter access pond, rehabilitation of 50' of existing taxiway, drainage improvements and a new t-hanger for the airport.

## **Stormwater Drainage Fund**

Combination Tax & Revenue Certificates to Obligations, Series 2006A – On October 17, 2006, the City Council passed an ordinance authorizing the issuance of \$4,300,000 in bonds for the purpose of paying all or a portion of the City's contractual obligations for stormwater drainage improvements Phase I.

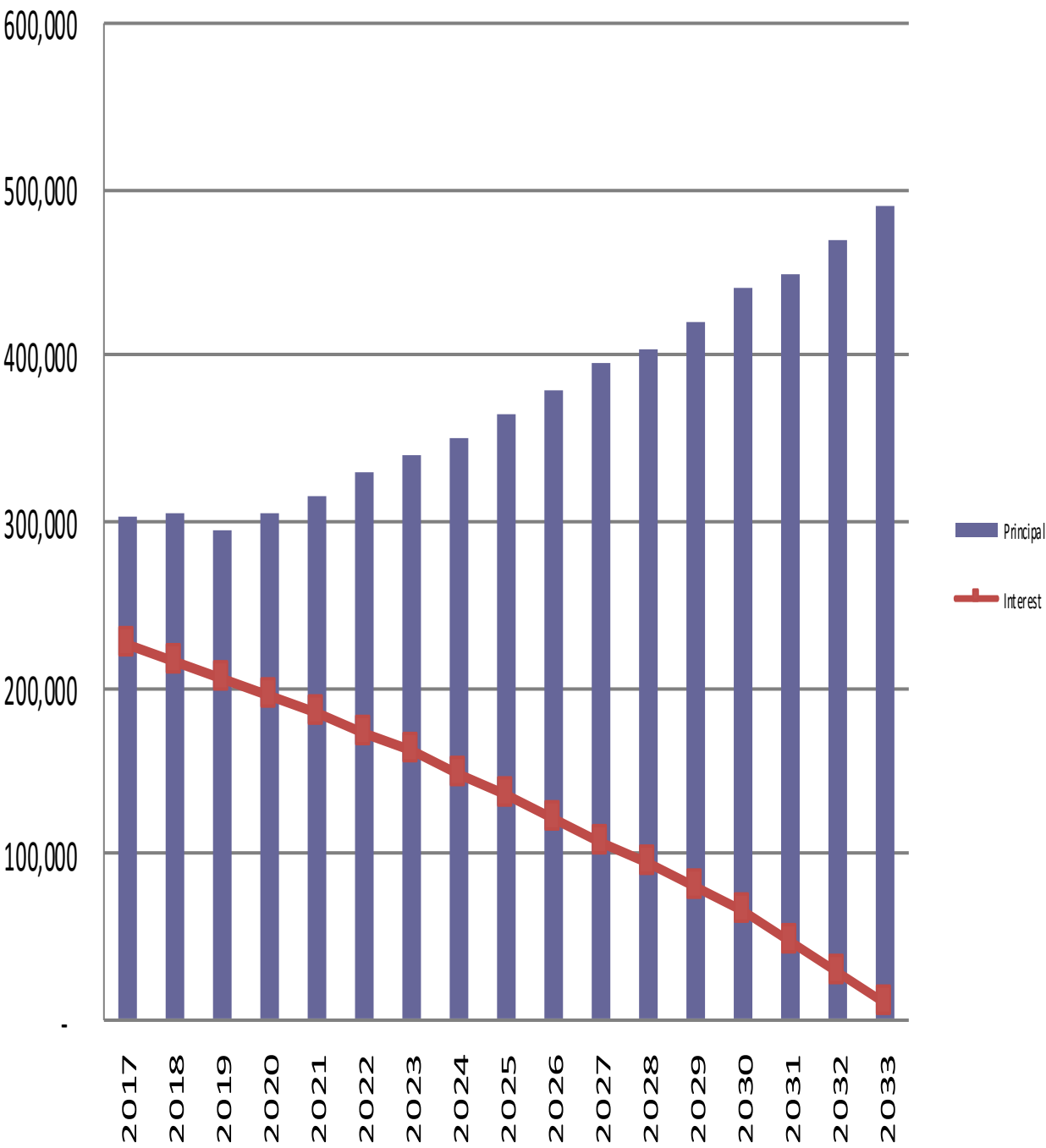
Combination Tax & Revenue Certificates to Obligations, Series 2013 (Refund 2008) – On March 11, 2008, the City Council passed an ordinance authorizing the issuance of \$4,130,000 in bonds for the purpose of paying all or a portion of the City's contractual obligations for stormwater drainage improvements Phase II. On November 6, 2012, the City Council passed an ordinance authorizing the issuance of \$3,910,000 General Obligation Refunding Bonds, Series 2013 for the purpose of refinancing the Series 2008 Bonds previously issued.



## Summary of Enterprise Debt Service Charges to Maturity

Year Ending September 30th	Outstanding Beginning of Year	Principal	Interest	Total Requirements
2017	6,358,850	303,000	226,971	529,971
2018	6,055,850	305,850	216,369	522,219
2019	5,750,000	295,000	205,558	500,558
2020	5,455,000	305,000	195,238	500,238
2021	5,150,000	315,000	184,526	499,526
2022	4,835,000	330,000	173,372	503,372
2023	4,505,000	340,000	161,376	501,376
2024	4,165,000	350,000	148,588	498,588
2025	3,815,000	365,000	135,333	500,333
2026	3,450,000	380,000	121,513	501,513
2027	3,070,000	395,000	107,128	502,128
2028	2,675,000	405,000	93,725	498,725
2029	2,270,000	420,000	80,825	500,825
2030	1,850,000	440,000	65,200	505,200
2031	1,410,000	450,000	47,400	497,400
2032	960,000	470,000	29,000	499,000
2033	490,000	490,000	9,800	499,800
		6,358,850	2,201,921	8,560,771

# Enterprise Revenue Debt Service



**Airport Combination Tax & Revenue Certificates of Obligation**

**Series 2003A - \$275,000**

**Principal Due - June 1**

<b>Fiscal Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2017	23,000.00	1,754.60	24,754.60
2018	20,850.00	834.60	21,684.60
	<u>43,850.00</u>	<u>2,589.20</u>	<u>46,439.20</u>

**Combination Tax & Revenue Certificates of Obligation**

**Series 2006A - \$4,300,000**

**Principal Due - February 15**

<b>Fiscal Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2017	205,000.00	104,566.00	309,566.00
2018	215,000.00	96,334.00	311,334.00
2019	220,000.00	87,808.00	307,808.00
2020	230,000.00	78,988.00	308,988.00
2021	240,000.00	69,776.00	309,776.00
2022	250,000.00	60,172.00	310,172.00
2023	260,000.00	50,176.00	310,176.00
2024	270,000.00	39,788.00	309,788.00
2025	280,000.00	29,008.00	309,008.00
2026	295,000.00	17,738.00	312,738.00
2027	305,000.00	5,978.00	310,978.00
	<u>2,770,000.00</u>	<u>640,332.00</u>	<u>3,410,332.00</u>

Combination Tax & Revenue Certificates of Obligation

2013 Refunding (2008) - \$3,910,000

Principal Due - February 15

Fiscal Year	Principal	Interest	Total
2017	75,000.00	120,650.00	195,650.00
2018	70,000.00	119,200.00	189,200.00
2019	75,000.00	117,750.00	192,750.00
2020	75,000.00	116,250.00	191,250.00
2021	75,000.00	114,750.00	189,750.00
2022	80,000.00	113,200.00	193,200.00
2023	80,000.00	111,200.00	191,200.00
2024	80,000.00	108,800.00	188,800.00
2025	85,000.00	106,325.00	191,325.00
2026	85,000.00	103,775.00	188,775.00
2027	90,000.00	101,150.00	191,150.00
2028	405,000.00	93,725.00	498,725.00
2029	420,000.00	80,825.00	500,825.00
2030	440,000.00	65,200.00	505,200.00
2031	450,000.00	47,400.00	497,400.00
2032	470,000.00	29,000.00	499,000.00
2033	490,000.00	9,800.00	499,800.00
	<u>3,545,000.00</u>	<u>1,559,000.00</u>	<u>5,104,000.00</u>

PROPOSED

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# PERSONNEL

FULL TIME EMPLOYEE HISTORY	APPROVED CITY EMPLOYEE POSITIONS				Approved FY16-17
	FY12-13	FY13-14	FY14-15	FY15-16	
<b>DEPARTMENT</b>					
<b><u>ADMINISTRATION</u></b>					
City Administrator	1	1	1	1	1
Administrative Assistant	-	-	-	1	1
City Secretary	1	1	1	1	1
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>
<b><u>FINANCE</u></b>					
Finance	3	3	3	3	3
Information Technology	1	1	1	1	1
Purchasing	1	1	1	1	1
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b><u>PERSONNEL</u></b>					
Human Resources	1	1	1	1	1
MSC	1	1	1	1	1
City Hall	1	1	1	1	1
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b><u>COMMUNITY SERVICES</u></b>					
Recreation	5	5	4	5	5
Park Maintenance	5	5	5	5	6
Cemetery	2	2	2	2	2
Library	3	3	3	3	3
Streets	7	7	7	7	7
Senior Citizens Recreation	1	1	1	1	1
<b>TOTAL</b>	<b>23</b>	<b>23</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b><u>FIRE</u></b>					
Administration	2	2	3	3	3
Prevention	2	2	2	2	2
Suppression	14	14	14	14	14
Emergency Medical	13	13	13	13	13
<b>TOTAL</b>	<b>31</b>	<b>31</b>	<b>32</b>	<b>32</b>	<b>32</b>
<b><u>POLICE</u></b>					
Administration	3	3	3	3	3
Administrative Assistant	-	-	-	-	1
Patrol	25	25	25	24	24
Communications	8	12	12	12	12
Support Services	2	2	2	2	2
C.I.D.	7	7	7	9	9
Prof. Stand	3	3	3	3	3
Animal Control	2	2	2	2	2
Public Safety	1	1	0	0	0
<b>TOTAL</b>	<b>51</b>	<b>55</b>	<b>54</b>	<b>55</b>	<b>56</b>
<b><u>PLANNING &amp; BUILDING SERVICES</u></b>					
Admin.& Planning	2	2	2	2	2
Administrative Assistant	-	-	-	1	1
Inspections	2	2	2	2	2
Code Enforcement	1	1	1	1	1
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>6</b>
<b><u>WATER &amp; WASTEWATER</u></b>					
Water Administration	1	1	2	2	2
City Engineer	-	-	-	1	1
Water Production	3	3	3	3	3
Water Distribution	5	6	6	6	6
Customer Service	3	3	3	3	3
Wastewater Collection	6	5	5	6	6
Wastewater Treatment	0	0	0	0	0
Pollution Control	0	0	0	0	0
Utility Billing	2	2	2	2	2
<b>TOTAL</b>	<b>20</b>	<b>20</b>	<b>21</b>	<b>23</b>	<b>23</b>
<b><u>SOLID WASTE</u></b>					
Landfill	2	2	3	3	3
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Grand Total</b>	<b>142</b>	<b>146</b>	<b>147</b>	<b>153</b>	<b>155</b>

## PERSONNEL REQUESTS

FUND	DEPT	DESCRIPTION	INCLUDED 2016-2017	NOT INCLUDED	REQUESTED 2016-2017
<b>ADMINISTRATION</b>					
5105	MUN BLD, MSC, LIBRARY	JANITOR (PART-TIME TO FULL-TIME)		37,000	37,000
TOTAL ADMINISTRATION			-	37,000	37,000
<b>PARKS &amp; RECREATION</b>					
5502	PARK	ADDITIONAL FT PARK MAINTENANCE EMPLOYEE	45,180		45,180
TOTAL PARK & RECREATION			45,180	-	45,180
<b>FIRE AND EMS</b>					
56xx	ALL DEPARTMENTS	ASST FIRE CHIEF		100,080	100,080
TOTAL FIRE AND EMS			-	100,080	100,080
<b>POLICE</b>					
5709	PUBLIC SAFETY	ADMINISTRATIVE ASSISTANT	49,837		49,837
5709	PUBLIC SAFETY	IT SPECIALIST	-	62,650	62,650
5702	PATROL	POLICE OFFICERS (4) SERGEANT (1) H.E.A.T.		336,000	336,000
TOTAL POLICE			49,837	398,650	448,487
	TOTAL GENERAL FUND		95,017	535,730	630,747
<b>WATER/WASTEWATER</b>					
5000	ADMINISTRATION	STORES/WAREHOUSE INVENTORY MANAGER	-	53,500	53,500
5000	ENGINEERING	CONSTRUCTION INSPECTION & COORDINATION SUPERINTEN	-	76,000	76,000
TOTAL WATER/WASTEWATER			-	129,500	129,500
TOTAL ALL FUNDS			95,017	665,230	760,247



# GENERAL PAY PLAN

## FINANCE AND ADMINISTRATION

2016-2017

POSITION			Starting	Min	Mid	Mid	Max
Clerk I	Non-Exempt 8-5	Annual		\$17,679	\$18,562	\$19,491	\$20,465
		Monthly		\$1,473	\$1,547	\$1,624	\$1,705
		Hourly		\$8.50	\$8.92	\$9.37	\$9.84
Clerk II	Non-Exempt 8-5	Annual		\$23,960	\$25,158	\$26,415	\$27,735
		Monthly		\$1,997	\$2,096	\$2,201	\$2,311
		Hourly		\$11.52	\$12.09	\$12.70	\$13.33
Clerk III	Non-Exempt 8-5	Annual		\$31,705	\$33,290	\$34,954	\$36,701
		Monthly		\$2,642	\$2,774	\$2,913	\$3,058
		Hourly		\$15.24	\$16.00	\$16.80	\$17.64
Accountant	Non-Exempt 8-5	Annual		\$39,272	\$41,234	\$43,295	\$45,459
		Monthly		\$3,273	\$3,436	\$3,608	\$3,788
		Hourly		\$18.88	\$19.82	\$20.81	\$21.86
Purchasing Manager	Exempt	Annual		\$43,415	\$45,700	\$48,106	\$50,510
Human Resources Manager		Monthly		\$3,618	\$3,808	\$4,009	\$4,209
Senior Accountant		Hourly		\$20.87	\$21.97	\$23.13	\$24.28
IT Manager	Exempt	Annual		\$47,999	\$50,397	\$52,916	\$55,561
		Monthly		\$4,000	\$4,200	\$4,410	\$4,630
		Hourly		\$23.08	\$24.23	\$25.44	\$26.71
Director	Exempt	Annual		\$77,888	\$81,781	\$85,868	\$91,080
		Monthly		\$6,491	\$6,815	\$7,156	\$7,590
		Hourly		\$37.45	\$39.32	\$41.28	\$43.79
City Secretary	Exempt	Annual		\$57,881	\$60,773	\$63,811	\$67,683
		Monthly		\$4,823	\$5,064	\$5,318	\$5,640
		Hourly		\$27.83	\$29.22	\$30.68	\$32.54
SEDA Director	Exempt	Annual		\$86,389	\$90,707	\$95,240	\$100,000
		Monthly		\$7,199	\$7,559	\$7,937	<b>\$8,333</b>
		Hourly		\$41.53	\$43.61	\$45.79	\$48.08
City Administrator	Exempt	Annual		\$108,424	\$113,843	\$119,533	\$126,787
		Monthly		\$9,035	\$9,487	\$9,961	\$8,583
		Hourly		\$52.13	\$54.73	\$57.47	\$60.96

## COMMUNITY DEVELOPMENT

2016-2017

POSITION			Min	Mid	Mid	Max
Code Compliance Inspector	Non-Exempt 8-5	Annual	\$30,545	\$32,071	\$33,674	\$35,357
		Monthly	\$2,545	\$2,673	\$2,806	\$2,946
		Hourly	\$14.68	\$15.42	\$16.19	\$17.00
Building Inspector	Non-Exempt 8-5	Annual	\$39,478	\$41,451	\$43,522	\$45,697
		Monthly	\$3,290	\$3,454	\$3,627	\$3,808
		Hourly	\$18.98	\$19.93	\$20.92	\$21.97
Building Official	Exempt	Annual	\$56,726	\$59,561	\$62,537	\$65,663
		Monthly	\$4,727	\$4,963	\$5,211	\$5,472
		Hourly	\$27.27	\$28.63	\$30.07	\$31.569
Planner/GIS	Exempt	Annual	\$43,488	\$45,661	\$47,943	\$50,467
		Monthly	\$3,624	\$3,805	\$3,995	\$4,206
		Hourly	\$20.91	\$21.95	\$23.05	\$24.26
Permit Clerk	Exempt	Annual	\$30,108	\$31,613	\$33,193	\$34,852
			\$2,509	\$2,634	\$2,766	\$2,904
			\$14.48	\$15.20	\$15.96	\$16.76
Director	Exempt	Annual	\$75,716	\$79,500	\$83,473	\$87,645
		Monthly	\$6,310	\$6,625	\$6,956	\$7,304
		Hourly	\$36.40	\$38.22	\$40.13	\$42.14

# **RECREATION**

**2016-2017**

POSITION			Min	Mid	Mid	Max
Clerk	Non-Exempt 8-5	Annual	\$23,091	\$24,245	\$25,457	\$26,730
		Monthly	\$1,924	\$2,020	\$2,121	\$2,227
		Hourly	\$11.10	\$11.66	\$12.24	\$12.85
Athletic Coordinator Sr Citizens Center Coordinator	Non-Exempt 8-5	Annual	\$25,215	\$27,316	\$33,014	\$36,160
		Monthly	\$2,101	\$2,276	\$2,751	\$3,013
		Hourly	\$12.12	\$13.13	\$15.87	\$17.38
Recreation Superintendent	Exempt	Annual				\$56,577
		Monthly				\$4,715
		Hourly				\$27.20
Director	Exempt	Annual				\$87,645
		Monthly				\$7,304
		Hourly				\$42.14

# **LIBRARY**

**2016-2017**

POSITION			Min	Mid	Mid	Max
Clerk	Non-Exempt 8-5	Annual	\$24,525	\$25,750	\$27,037	\$28,389
		Monthly	\$2,044	\$2,146	\$2,253	\$2,366
		Hourly	\$11.79	\$12.38	\$13.00	\$13.65
Librarian	Exempt	Annual	\$30,306			\$46,286
		Monthly	\$2,526			\$3,857
		Hourly	\$14.57			\$22.25

# **MAINTAINANCE**

**2016-2017**

With Certification Pay

POSITION			Min	Mid	Mid	Max	Certificates	Maximum
Laborer II	Non-Exempt 8-5	Annual	\$25,342	\$26,609	\$27,939	\$29,336		
		Monthly	\$2,112	\$2,217	\$2,328	\$2,445		
		Hourly	\$12.18	\$12.79	\$13.43	\$14.10		
Light Equipment Operator	Non-Exempt 8-5	Annual	\$29,946	\$31,443	\$33,014	\$33,640		\$34,000
		Monthly	\$2,496	\$2,620	\$2,751	\$2,803	\$30	\$2,833
		Hourly	\$14.40	\$15.12	\$15.87	\$16.17		\$16.35
Park Supervisor Cemetery Supervisor	Non-Exempt 8-5	Annual	\$35,851	\$37,643	\$39,524	\$40,408		\$39,884
		Monthly	\$2,988	\$3,137	\$3,294	\$3,367	\$30	\$3,324
		Hourly	\$17.24	\$18.10	\$19.00	\$19.43		\$19.18
Supervisor	Non-Exempt 8-5	Annual	\$39,123	\$41,079	\$43,132	\$45,287		
		Monthly	\$3,260	\$3,423	\$3,594	\$3,774		
		Hourly	\$18.81	\$19.75	\$20.74	\$21.77		
Parks Superintendent	Exempt	Annual				\$56,577		
		Monthly				\$4,715		
		Hourly				\$27.20		

# STREET

2016-2017

With Certification Pay

POSITION			Min	Mid	Mid	Max	Certificates	Maximum
Laborer II	Non-Exempt 8-5	Annual	\$25,342	\$26,609	\$27,939	\$29,336		\$29,336
		Monthly	\$2,112	\$2,217	\$2,328	\$2,445		\$2,445
		Hourly	\$12.18	\$12.79	\$13.43	\$14.10		\$14.10
Light Equipment Operator	Non-Exempt 8-5	Annual	\$27,921	\$29,119	\$36,674	\$31,814		\$31,814
		Monthly	\$2,327	\$2,427	\$3,056	\$2,651		\$2,651
		Hourly	\$13.42	\$14.00	\$17.63	\$15.30		\$15.30
Heavy Equipment Operator	Non-Exempt 8-5	Annual	\$33,266	\$34,929	\$36,674	\$38,510		\$38,510
		Monthly	\$2,772	\$2,911	\$3,056	\$3,209		\$3,209
		Hourly	\$15.99	\$16.79	\$17.63	\$18.51		\$18.51
Crew Leader	Non-Exempt 8-5	Annual				\$44,435		\$44,435
		Monthly				\$3,703		\$3,703
		Hourly				\$21.36		\$21.36
Street Superintendent	Exempt	Annual				\$56,577		\$56,577
		Monthly				\$4,715		\$4,715
		Hourly				\$27.20		\$27.20

# PUBLIC WORKS

0

2016-2017

With Certification Pay

POSITION			Min	Mid	Mid	Max	Certificates	Maximum
Laborer I	Non-Exempt 8-5	Annual	\$16,423	\$17,244	\$18,106	\$19,011		\$20,091
		Monthly	\$1,369	\$1,437	\$1,509	\$1,584	\$90	\$1,674
		Hourly	\$7.90	\$8.29	\$8.70	\$9.04		\$7.29
Light Equipment Operator	Non-Exempt 8-5	Annual	\$29,119	\$31,417	\$32,379	\$43,015		\$44,095
		Monthly	\$2,427	\$2,618	\$2,698	\$3,585	\$90	\$3,675
		Hourly	\$14.00	\$15.10	\$15.57	\$20.68		\$21.20
Heavy Equipment Operator	Non-Exempt 8-5	Annual	\$32,631	\$35,357	\$36,367	\$37,029		\$38,109
		Monthly	\$2,719	\$2,946	\$3,031	\$3,086	\$90	\$3,176
		Hourly	\$15.69	\$17.00	\$17.48	\$17.80		\$18.32
Crew Leader	Non-Exempt 8-5	Annual	\$38,387	\$40,305	\$42,320	\$44,435		\$45,515
		Monthly	\$3,199	\$3,359	\$3,527	\$3,703	\$90	\$3,793
		Hourly	\$18.46	\$19.38	\$20.35	\$21.36		\$21.88
Customer Service Supervis	Non-Exempt 8-5	Annual	\$41,453	\$43,525	\$45,700	\$47,985		\$49,065
		Monthly	\$3,454	\$3,627	\$3,808	\$3,999	\$90	\$4,089
		Hourly	\$19.93	\$20.93	\$21.97	\$23.07		\$23.59

# **WATER SYSTEM**

			2016-2017				With Certification Pay	
POSITION			Min	Mid	Mid	Max	Certificates	Maximum
Water Plant Operator I	Non-Exempt 8-5	Annual	\$32,862	\$34,504	\$36,228	\$38,039		\$39,119
		Monthly	\$2,738	\$2,875	\$3,019	\$3,170	\$90	\$3,260
		Hourly	\$15.80	\$16.59	\$17.42	\$18.29		\$18.81
Water Plant Operator II	Non-Exempt 8-5	Annual	\$37,245	\$39,107	\$41,061	\$43,113		\$44,193
		Monthly	\$3,104	\$3,259	\$3,422	\$3,593	\$90	\$3,683
		Hourly	\$17.91	\$18.80	\$19.74	\$20.73		\$21.25
Water Plant Supervisor	Non-Exempt 8-5	Annual				\$54,399		\$55,479
		Monthly				\$4,533	\$90	\$4,623
		Hourly				\$26.15		\$26.67
Water/WWtr Superintendent	Exempt	Annual				\$57,581		\$58,661
		Monthly				\$4,798	\$90	\$4,888
		Hourly				\$27.68		\$28.20
Administrative Assistant	Non-Exempt 8-5	Annual				\$34,852		
		Monthly				\$2,904		
		Hourly				\$16.76		
City Engineer	Exempt	Annual				\$80,816		
		Monthly				\$6,735		
		Hourly				\$38.85		
Director	Exempt	Annual				\$95,464		
		Monthly				\$7,955		
		Hourly				\$45.896		

# **LANDFILL**

			2016-2017				With Certification Pay	
POSITION			Min	Mid	Mid	Max	Certificates	Maximum
Gate Attendant	Non-Exempt 8-5	Annual	\$26,255	\$27,275	\$28,639	\$30,071		\$31,151
		Monthly	\$2,188	\$2,273	\$2,387	\$2,506	\$90	\$2,596
		Hourly	\$12.62	\$13.11	\$13.77	\$14.46		\$14.98
Heavy Equipment Operator	Non-Exempt 8-5	Annual	\$30,238	\$31,750	\$33,337	\$35,357		\$36,437
		Monthly	\$2,520	\$2,646	\$2,778	\$2,946	\$90	\$3,036
		Hourly	\$14.54	\$15.26	\$16.03	\$17.00		\$17.52
Landfill Supervisor	Non-Exempt 8-5	Annual				\$46,974		\$48,054
		Monthly				\$3,915	\$90	\$4,005
		Hourly				\$22.584		\$23.10

**PUBLIC SAFETY PAY PLAN**

**FIRE STEPS**

			2016-2017					With Certification Pay		
POSITION			Starting	Min	Mid	Mid	Max	Paramedic	3 Certificates	Maximum
Firefighter/EMT	Non-Exempt	Annual	\$40,969	\$41,992	\$43,015	\$45,160	\$47,747			\$51,827
	Shift 24/48	Monthly	\$3,414	\$3,499	\$3,585	\$3,763	\$3,979	\$250	\$90	\$4,319
	27 day w/OT	Hourly	\$14.86	\$15.23	\$15.60	\$16.38	\$17.31			\$18.79

**FIRE RANKS**

			2016-2017			With Certification Pay			
POSITION			Step A	Step B	Step C	Paramedic	3 Certificates	Maximum	
Fire Lieutenant	Non-Exempt	Annual	\$51,015	\$54,035	\$56,364			\$58,115	
	Shift 24/48	Monthly	\$4,251	\$4,503	\$4,697	\$250	\$90	\$4,843	
	27 day w/OT	Hourly	\$18.50	\$19.59	\$20.44			\$21.07	
Fire Inspector Training Captain	Non-Exempt 8-5	Annual	\$51,015	\$54,035	\$56,364			\$60,444	
		Monthly	\$4,251	\$4,503	\$4,697	\$250	\$90	\$5,037	
		Hourly	\$24.53	\$25.98	\$27.10			\$29.06	
Fire Captain	Non-Exempt	Annual	\$56,494	\$59,467	\$62,598			\$4,080	
	Shift 24/48	Monthly	\$4,708	\$4,956	\$5,217	\$250	\$90	\$340	
	27 day w/OT	Hourly	\$27.16	\$28.59	\$22.70			\$1.48	
Fire Marshal	Non-Exempt 8-5	Annual	\$56,494	\$59,467	\$62,598			\$60,574	
		Monthly	\$4,708	\$4,956	\$5,217	\$250	\$90	\$5,048	
		Hourly	\$20.49	\$21.56	\$22.70			\$21.96	
Fire Battalion Chief	Non-Exempt	Annual		\$64,097	\$67,258			\$4,080	
	Shift 24/48	Monthly		\$5,341	\$5,605	\$250	\$90	\$340	
	27 day w/OT	Hourly		\$23.24	\$24.39			\$1.48	
Assistant Chief	Non-Exempt 8-5	Annual			\$70,621			\$69,908	
		Monthly			\$5,885			\$5,885	
		Hourly			\$25.61			\$33.95	
Chief	Exempt	Annual			\$94,302			\$94,302	
		Monthly			\$7,859			\$7,859	
		Hourly			\$45.34			\$45.34	

**POLICE CIVILIANS**

**2016-2017**

With Certification Pay

POSITION			Min	Mid	Max	Investigator Pay	3 Certificates	Maximum
Records Clerk	Non-Exempt 8-5	Annual	\$30,788	\$32,326	\$36,367			\$36,367
		Monthly	\$2,566	\$2,694	\$3,031			\$3,031
		Hourly	\$14.80	\$15.54	\$17.48			\$17.48
Administrative Assistant	Non-Exempt 8-5	Annual	\$31,613	\$33,193	\$34,852			\$34,852
		Monthly	\$2,634	\$2,766	\$2,904			\$2,904
		Hourly	\$15.20	\$15.96	\$16.76			\$16.76
Animal Control Officer	Non-Exempt 12/10 Shift	Annual	\$29,960	\$31,457	\$33,141			\$34,221
		Monthly	\$2,497	\$2,621	\$2,762		\$90	\$2,852
		Hourly	\$14.40	\$15.12	\$15.93			\$16.45

**POLICE STEPS**

**2016-2017**

With Certification Pay

POSITION			Starting	Min	Mid	Mid	Max	Investigator Pay	3 Certificates	Maximum
Dispatcher	Non-Exempt 12 Hour Shift	Annual	\$31,362	\$34,264	\$35,976	\$36,237	\$38,048			\$39,128
		Monthly	\$2,613	\$2,855	\$2,998	\$3,020	\$3,171		\$90	\$3,261
		Hourly	\$15.078	\$16.473	\$17.296	\$17.422	\$18.292			\$18.81
Dispatcher Supervisor	Non-Exempt 12 Hour Shift	Annual					\$41,872			
		Monthly					\$3,489			
		Hourly					\$20.13			
Police Cadet	Non-Exempt 80/14 Day Cycle 12 Hour Shift	Annual	\$39,611							\$39,611
		Monthly	\$3,301							\$3,301
		Hourly	\$19.04							\$19.04
Police Officer Investigator	Non-Exempt 80/14 Day Cycle 12 Hour Shift	Annual	\$42,125	\$44,231	\$44,838	\$47,338	\$49,747			\$53,227
		Monthly	\$3,510	\$3,686	\$3,736	\$3,945	\$4,146	\$200	\$90	\$4,436
		Hourly	\$20.25	\$21.26	\$21.56	\$22.76	\$23.92			\$25.59

**POLICE RANKS**

**2016-2017**

With Certification Pay

POSITION			Min	Mid	Max	Investigator Pay	3 Certificates	Maximum
Detective Sergeant	Non-Exempt 8-5 80/14 Day Cycle 12 Hour Shift	Annual	\$50,394	\$53,046	\$55,697			\$56,777
		Monthly	\$4,199	\$4,421	\$4,641		\$90	\$4,731
		Hourly	\$24.23	\$25.50	\$26.78			\$27.30
Patrol Sergeant	Non-Exempt 8-5 80/14 Day Cycle 12 Hour Shift	Annual	\$54,284	\$56,997	\$59,845			\$60,925
		Monthly	\$4,524	\$4,750	\$4,987		\$90	\$5,077
		Hourly	\$26.10	\$27.40	\$28.77			\$29.29
Police Lieutenant	Non-Exempt 80/14 Day Cycle 12 Hour Shift	Annual	\$64,883	\$68,823	\$68,823			\$69,903
		Monthly	\$5,407	\$5,735	\$5,735		\$90	\$5,825
		Hourly	\$31.19	\$33.09	\$33.09			\$33.61
Police Deputy Chief	Exempt	Annual	\$72,481	\$76,103	\$79,907			\$80,987
		Monthly	\$6,040	\$6,342	\$6,659		\$90	\$6,749
		Hourly	\$34.85	\$36.59	\$38.42			\$38.94
Chief	Exempt	Annual			\$100,779			\$100,779
		Monthly			\$8,398			\$8,398
		Hourly			\$48.45			\$48.45

## DISCLOSURE OF EMPLOYEE BENEFITS

**PAID VACATION:** 2 Weeks per fiscal year; 3 Weeks per year after 10 years of service.

**SICK LEAVE:** 10 Days per fiscal year accumulative to 120 working days.

**PAID HOLIDAYS:** 13 Holidays per year

**WORKER'S COMPENSATION INSURANCE:** All employees are covered as of employment date.

**FICA CONTRIBUTIONS:** Social Security and Medicare tax contributions are maintained on all employees.

**GROUP HOSPITALIZATION:** Coverage available as of the first day of the month following hire date with the City. City currently pays for employee coverage; dependent coverage available through payroll deductions by means of straight purchase or through the Section 125 Plan.

**CAREFLITE/AIRVAC:** Coverage available as of the first day of the month following hire date with the City. City currently pays for employee coverage and their households including college students. Individuals with Medicaid are not eligible for a Care Flite membership by state law.

**TELEHEALTH:** Provides 24/7/365 access to board-certified doctors via telephone consultations that can diagnose, recommend treatment and prescribe medication.

**DENTAL INSURANCE:** Coverage available as of the first day of the month following hire date with the City. City currently pays for employee coverage; dependent coverage available through payroll deductions by means of straight purchase or through the Section 125 Plan.

**VOLUNTARY INSURANCE:** There are several voluntary insurance plans to choose from such as additional life, Long-Term Disability, Short-Term Disability, AD&D, Cancer, Heart/Stroke, and plans for your spouse and children.

**T.M.R.S. RETIREMENT:** 6 % payroll deduction with two times matching amount made by City. 20 year retirement with completion of 20 years of creditable service with the Texas Municipal Retirement System.

**DEATH BENEFIT:** The City provides a death benefit through TMRS in the amount of one times the annual salary.

**LONGEVITY PAY:** \$4.00 per month for each year of service years 1 through 10. \$6.00 per month for each year after 10 years of service.

**TUITION REIMBURSEMENT:** \$400.00 per semester for accredited courses completed with a "C" or better. Employees are eligible after completion of one year of service and courses must apply to position.

**DEFERRED COMPENSATION/CAFETERIA PLAN:** Employees are eligible to participate in a Section 457 Deferred Compensation plan and a Section 125 Cafeteria Plan.

**CREDIT UNION:** Employees are eligible to enroll with the Members Trust Credit Union.

**PAY PLAN:** Administered by City Council.

**SERVICE AWARDS:** Given annually for 5, 10, 15, 20, 25 ... years of service with the City.

**UNIFORMS:** Furnished to Fire, Ambulance, Cemetery, Parks & Recreation, Police, Street, Landfill, Water, and Wastewater Departments (See Department Director).

**BONDS:** Professional and general liability is maintained on all employees.

**CERTIFICATION PAY:** Paid to employees within the Fire, Police and Water/Wastewater Department. The City pays \$30.00 for each certification over the minimum required for a position. A maximum of three certifications will be paid.

## HOLIDAY SCHEDULE

<u>Holiday</u>	<u>2016</u>	<u>2017</u>
1. Veterans Day	November 11 <sup>th</sup> (Friday)	
2. Thanksgiving	November 24 <sup>th</sup> (Thursday)	
3. Day after Thanksgiving	November 25 <sup>th</sup> (Friday)	
4. Christmas Holiday	December 23 <sup>rd</sup> (Friday)	
5. Christmas Holiday	December 26 <sup>th</sup> (Monday)	
6. New Year's Day		January 2 <sup>nd</sup> (Monday)
7. Martin Luther King Day		January 16 <sup>th</sup> (Monday)
8. Presidents' Day		February 20 <sup>th</sup> (Monday)
9. Good Friday		April 14 <sup>th</sup> (Friday)
10. Memorial Day		May 29 <sup>th</sup> (Monday)
11. Independence Day		July 4 <sup>th</sup> (Tuesday)
12. Labor Day		September 4 <sup>th</sup> (Monday)
13. Floating Holiday *		

\*Taken at employee's discretion, with approval of his/her supervisor.\*



**CITY OF STEPHENVILLE**  
**Supplemental Pay**  
**FOR FISCAL YEAR 2016-2017**

<b>Certificate Pay</b>	<b># Employees</b>	<b>Monthly Pay</b>
<b><u>Parks &amp; Recreation:</u></b>		
Pesticide Applicator	1	30
Aquatic Facilities	3	30
<b><u>Public Works:</u></b>		
Groundwater C	11	30
Groundwater B	6	30
Groundwater A	0	90
Wastewater Collection II	5	30
Wastewater Collection III	4	30
<b><u>Fire:</u></b>		
Paramedic	27	250
Masters	2	30
Advanced	14	30
Intermediate	18	30
EMS Instructor	5	30
Fire Investigator	3	30
<b><u>Police:</u></b>		
Dispatch Intermediate	5	30
Dispatch Advanced	4	30
Dispatch Master	4	30
Peace Officer Intermediate	28	30
Peace Officer Advanced	24	30
Peace Officer Master	16	30
Investigator Stipend	6	200
Animal Control Intermediate	1	30
Animal Control Advanced	1	30

<b>Longevity Pay*</b>	<b># Employees</b>	<b>Current Monthly Pay*</b>
Year 0-1	20	0
Year 1	14	4
Year 2 to 5	32	4
Year 6 to 10	31	4
Year 11 to 15	17	6
Year 16 to 25	21	6
Year 26 to Retirement	11	6

\* Per month for each year of service .  
 State law requires \$4 per month for each year  
 of service for public safety.

## CITY OF STEPHENVILLE

### Health Insurance For FISCAL YEAR 2016-2017

Coverage	# Employees	Current Monthly Cost Standard Plan
Employees	144	\$ 573.78
Spouse	3	\$ 838.52
Children	17	\$ 438.08
Family	1	\$ 1,276.26

### Dental Insurance For FISCAL YEAR 2016-17

Coverage	# Employees	Current Monthly Cost
Employees	144	\$ 24.94
Spouse	20	\$ 25.40
Children	15	\$ 41.74
Family	30	\$ 67.14

## **CITY PERSONNEL WHO TAKE HOME CITY VEHICLES**

### **POLICE DEPARTMENT:**

1. C.I.D. Investigator on call, who resides within city limits.

### **PARKS & RECREATION DEPARTMENT:**

1. Park Superintendent

### **CEMETERY DEPARTMENT:**

1. Cemetery Superintendent

### **STREET DEPARTMENT:**

1. Street Superintendent
2. On call employee, who resides within city limits.

### **UTILITIES DEPARTMENT:**

1. Utilities Superintendent
2. On call employees (2), who resides within city limits.

## **City of Stephenville Pay Dates October 2016- September 2017**

October

7

21

November

4

18

December

2

16

30

January

13

27

February

10

24

March

10

24

April

7

21

May

5

19

June

2

16

30

July

14

28

August

11

25

September

8

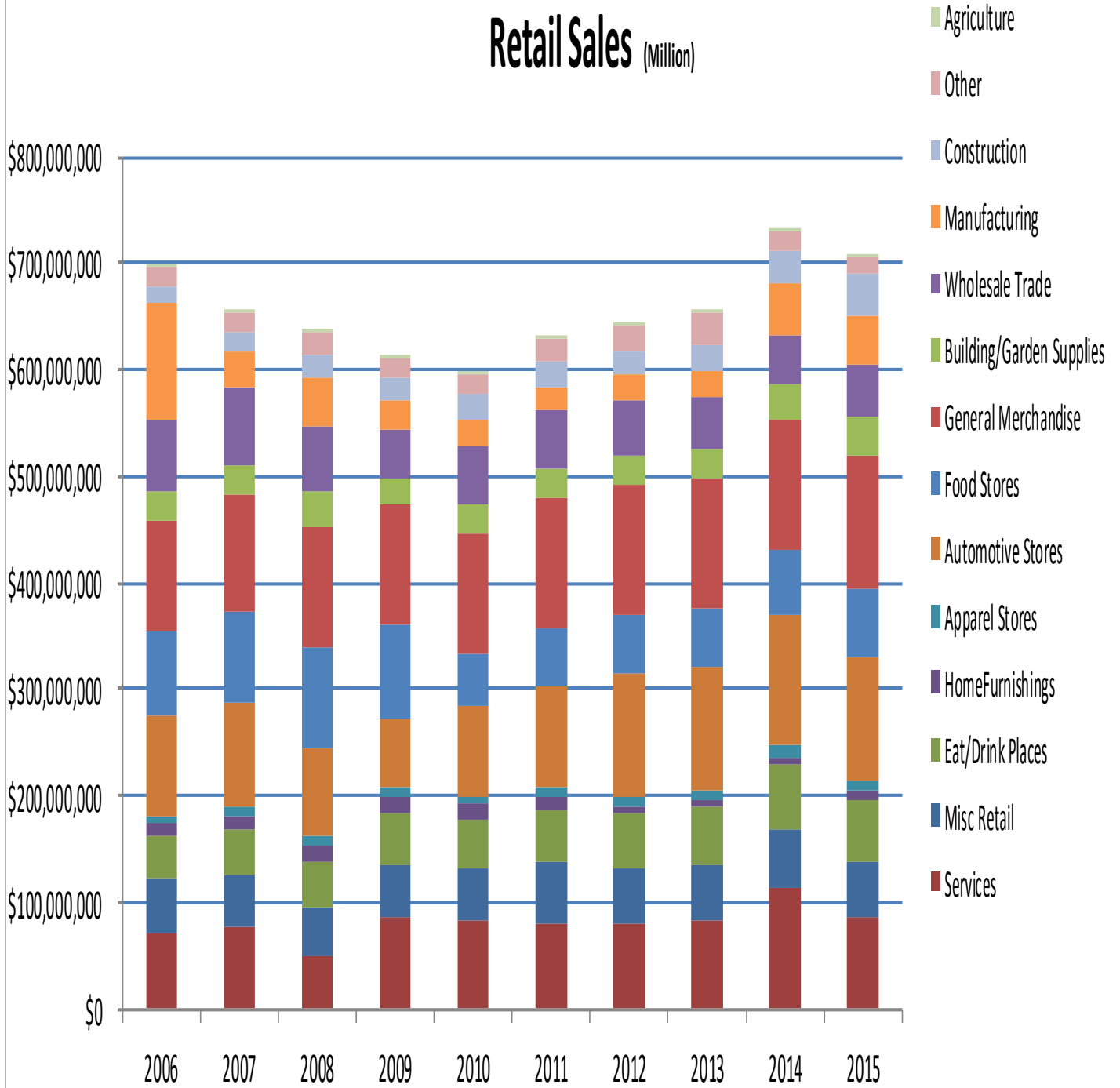
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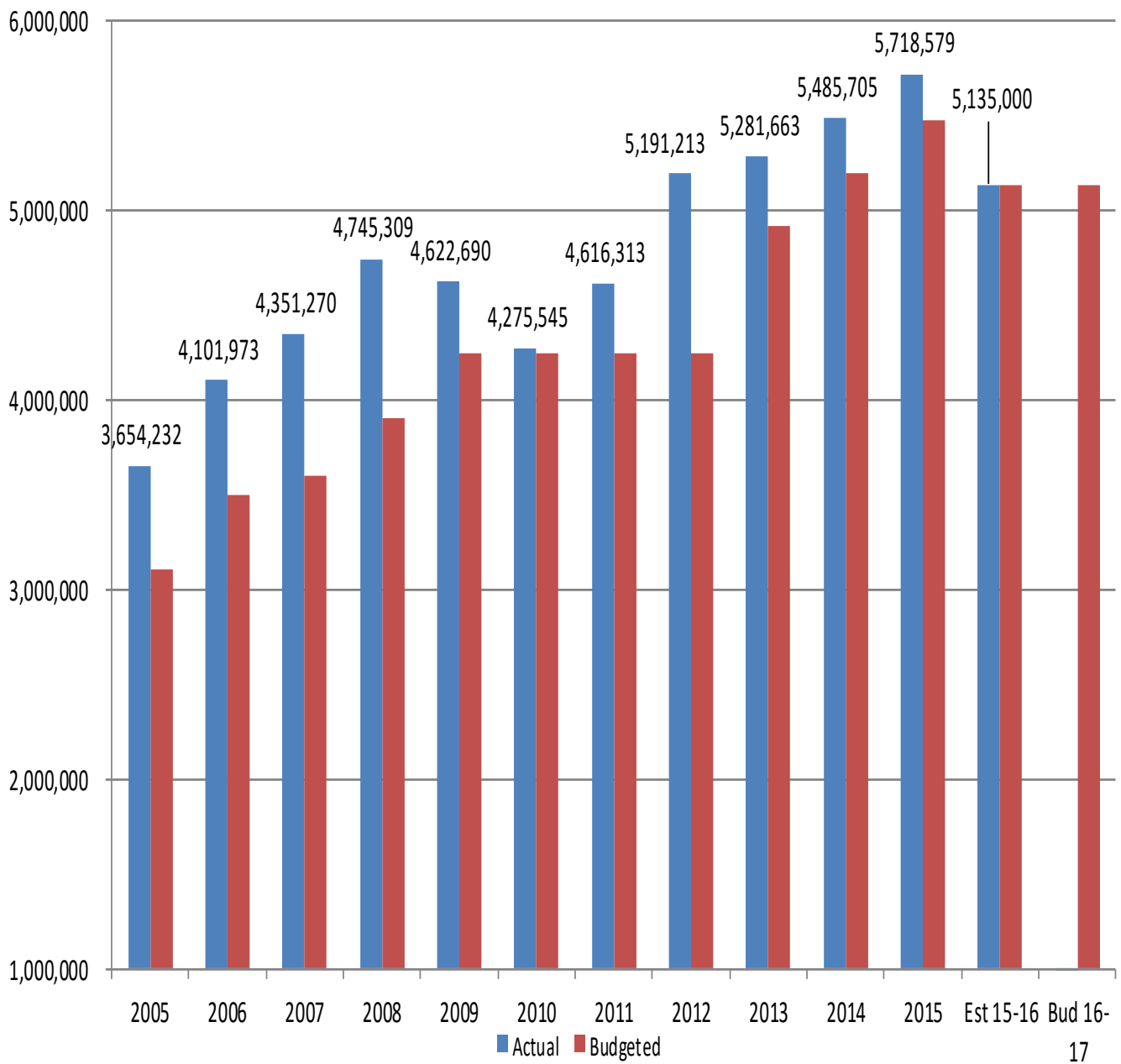


# **SUPPLEMENTAL SCHEDULES**

## Retail Sales (Million)



## Sales Tax Receipts





### 2016 Property Tax Rates in City of Stephenville

This notice concerns the 2016 property tax rates for City of Stephenville. It presents information about three tax rates. Last year's tax rate is the actual tax rate the taxing unit used to determine property taxes last year. This year's effective tax rate would impose the same total taxes as last year if you compare properties taxed in both years. This year's rollback tax rate is the highest tax rate the taxing unit can set before taxpayers start rollback procedures. In each case these rates are found by dividing the total amount of taxes by the tax base (the total value of taxable property) with adjustments as required by state law. The rates are given per \$100 of property value.

#### Last year's tax rate:

Last year's operating taxes	\$ 4,706,076
Last year's debt taxes	\$ 480,557
Last year's total taxes	\$ 5,186,633
Last year's tax base	\$ 1,058,496,531.00
Last year's total tax rate	\$0.4900/\$100

#### This year's effective tax rate:

Last year's adjusted taxes (after subtracting taxes on lost property)	\$ 5,158,977
÷ This year's adjusted tax base (after subtracting value of new property)	\$ 1,071,070,624

=This year's effective tax rate **\$0.4816/\$100**  
(Maximum rate unless unit publishes notices and holds hearings.)

#### This year's rollback tax rate:

Last year's adjusted operating taxes (after subtracting taxes on lost property and adjusting for any transferred function, tax increment financing, state criminal justice mandate, and/or enhanced indigent healthcare expenditures)	\$ 6,376,013
÷ This year's adjusted tax base	\$ 1,071,070,624
=This year's effective operating rate	\$0.5953/\$100
x 1.08=this year's maximum operating rate	\$0.6429/\$100
+ This year's debt rate	\$0.0446/\$100
= This year's total rollback rate	\$0.6875/\$100
-Sales tax adjustment rate	\$0.1550/\$100
=Rollback tax rate	<b>\$0.5325/\$100</b>

#### Statement of Increase/Decrease

If City of Stephenville adopts a 2016 tax rate equal to the effective tax rate of \$0.4816 per \$100 of value, taxes would increase compared to 2015 taxes by \$73,605.

#### Schedule A - Unencumbered Fund Balance

The following estimated balances will be left in the unit's property tax accounts at the end of the fiscal year. These balances are not encumbered by a corresponding debt obligation.

Type of Property Tax Fund	Balance
GENERAL FUND	9,793,590
DEBT SERVICE FUND	143,058

#### Schedule B - 2016 Debt Service

The unit plans to pay the following amounts for long-term debts that are secured by property taxes. These amounts will be paid from property tax revenues (or additional sales tax revenues, if applicable).

Description of Debt	Principal or Contract Payment to be Paid from Property Taxes	Interest to be Paid from Property Taxes	Other Amounts to be Paid	Total Payment
FIRE STATION #2	95,000	88,431	0	183,431
AQUATIC 2009 ISSUE	295,000	9,014	0	304,014

#### Total required for 2016 debt service

= Amount (if any) paid from Schedule A	\$ 0
- Amount (if any) paid from other resources	\$ 0
- Excess collections last year	\$ 0
= Total to be paid from taxes in 2016	<b>\$487,445</b>
+ Amount added in anticipation that the unit will collect only 100.00% of its taxes in 2016	\$ 0
= Total debt levy	<b>\$487,445</b>

#### Schedule C - Expected Revenue from Additional Sales Tax

In calculating its effective and rollback tax rates, the unit estimated that it will receive \$1,692,690 in additional sales and use tax revenues.

This notice contains a summary of actual effective and rollback tax rates' calculations. You can inspect a copy of the full calculations at 320 W College Stephenville Tx 76401.

Name of person preparing this notice: Jennifer Carey

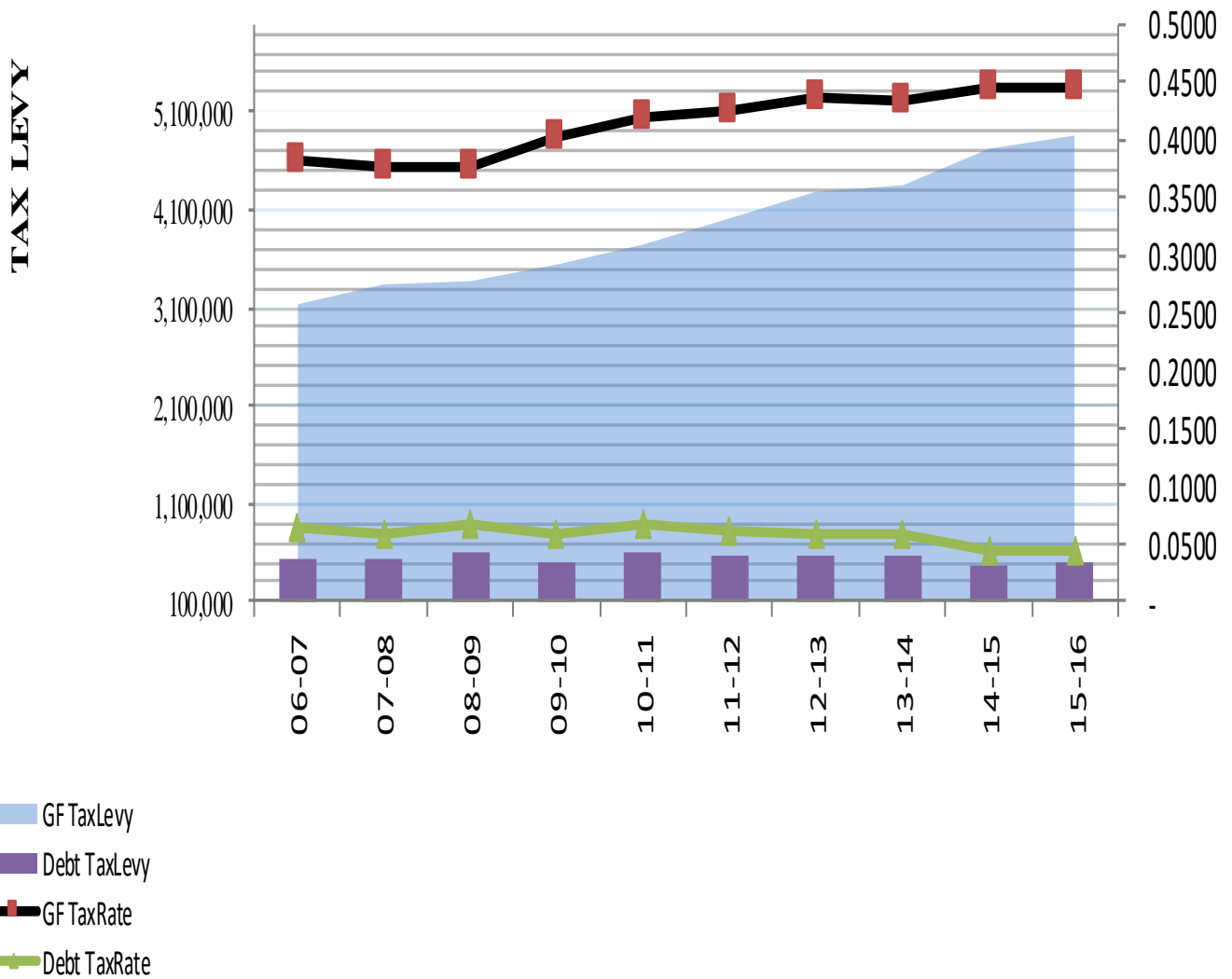
Title: Tax Assessor-Collector

Date Prepared: 07/25/2013

## PROPERTY VALUES AND TAX RATE

<u>ASSESSED YEAR</u>	<u>CERTIFIED TAXABLE VALUE</u>	<u>TAX RATE</u>	<u>TAX LEVY</u>	<u>CURRENT TAX COLLECTIONS</u>	<u>PERCENTAGE OF TAX COLLECTIONS</u>
<b><u>GENERAL FUND:</u></b>					
2006	719,255,771	0.3998	2,875,585	3,341,227	116.19%
2007	818,383,838	0.3811	3,118,861	3,637,568	116.63%
2008	890,768,449	0.3762	3,351,071	3,869,244	115.46%
2009	894,236,300	0.3762	3,364,117	3,329,291	98.96%
2010	882,532,413	0.4015	3,543,368	3,580,881	101.06%
2011	895,586,826	0.4194	3,756,091	3,752,306	99.90%
2012	946,820,238	0.4235	4,009,784	4,019,929	100.25%
2013	983,590,328	0.4357	4,285,503	4,279,653	99.86%
2014	1,005,609,123	0.4330	4,354,288	4,367,295	100.30%
2015	1,060,320,946	0.4446	4,714,187	4,683,666	99.35%
2016	1,092,242,104	0.4454	4,864,846	N/A	N/A
<b><u>DEBT SERVICE</u></b>					
2006	719,255,771	0.0652	468,955	471,190	90.10%
2007	818,383,838	0.0639	522,947	522,360	99.73%
2008	890,768,449	0.0588	523,772	525,925	87.39%
2009	894,236,300	0.0673	601,821	594,787	115.21%
2010	882,532,413	0.0585	516,281	524,215	89.23%
2011	895,586,826	0.0656	587,505	586,492	100.72%
2012	946,820,238	0.0615	582,294	584,287	100.17%
2013	983,590,328	0.0593	583,269	590,043	102.94%
2014	1,005,609,123	0.0570	573,197	575,423	119.53%
2015	1,060,320,946	0.0454	481,386	478,964	98.32%
2016	1,092,242,104	0.0446	487,140	N/A	N/A

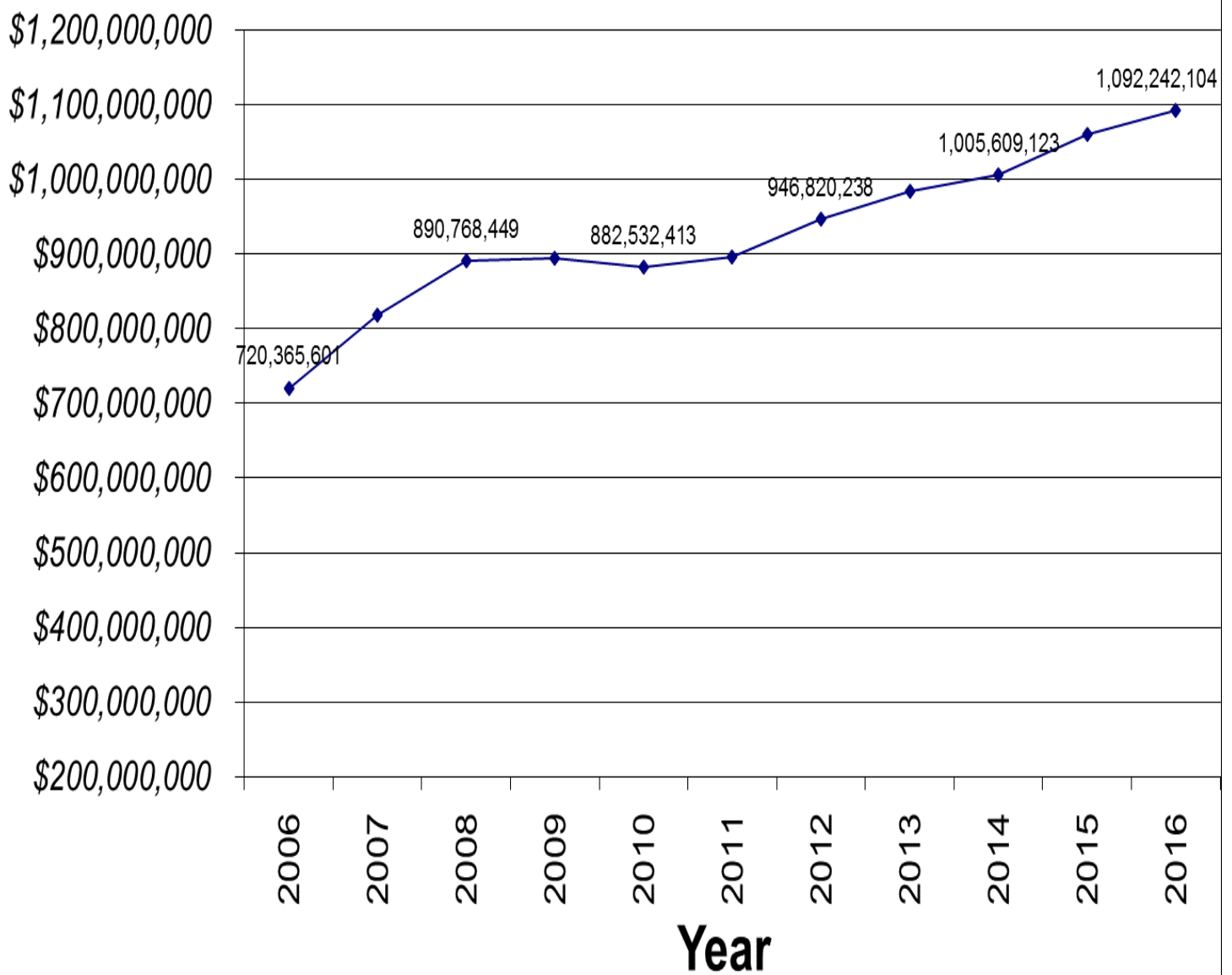
## GENERAL FUND TAX LEVY AND TAX RATE



**CITY OF STEPHENVILLE**  
**CERTIFIED TAX ROLL COMPARISON**

	FY12-13 2012	FY13-14 2013	FY14-15 2014	FY15-16 2015	FY16-17 2016	Difference 2015-2016
LAND - HOMESITE	93,273,020	93,266,220	111,755,860	117,259,960	117,957,730	697,770
LAND - NON HOMESITE	116,241,810	119,946,570	264,165,360	265,431,380	267,967,710	2,536,330
LAND - AG MARKET						0
LAND - TIMBER MARKET						0
LAND MARKET VALUE	209,514,830	213,212,790	375,921,220	382,691,340	385,925,440	3,234,100
IMPROVEMENTS - HOMESITE	434,931,250	440,234,580	457,237,360	453,396,110	474,458,530	21,062,420
IMPROVEMENTS - NON HOMESITE	352,478,900	368,695,500	406,181,110	455,236,710	466,719,650	11,482,940
IMPROVEMENTS	787,410,150	808,930,080	863,418,470	908,632,820	941,178,180	32,545,360
PERSONAL PROPERTY	321,848,440	391,561,870	346,184,290	368,015,800	382,496,970	14,481,170
AGRICULTURAL PRODUCTIVITY	14,833,600	14,250,320	14,154,100	13,763,550	13,582,660	(180,890)
PERSONAL PROPERTY	336,682,040	405,812,190	360,338,390	381,779,350	396,079,630	14,300,280
TOTAL MARKET VALUE	1,333,607,020	1,427,955,060	1,599,678,080	1,673,103,510	1,723,183,250	50,079,740
EXEMPT PROPERTY	259,067,690	259,109,427	433,801,348	447,561,330	460,143,387	12,582,057
PRODUCTIVITY LOSS	14,569,800	13,989,590	13,890,960	13,468,630	13,295,950	(172,680)
AG USE						0
HOMESTEAD CAP LOSS	197,330	102,340	148,740	270,620	69,120	(201,500)
TOTAL EXEMPT PROPERTY	273,834,820	273,201,357	447,841,048	461,300,580	473,508,457	12,207,877
TOTAL ASSESSED PROPERTY	1,059,772,200	1,154,753,703	1,151,837,032	1,211,802,930	1,249,674,793	37,871,863
EXEMPTIONS:						0
HOMESTEAD						0
OLD AGE(\$15,000)	13,807,160	13,995,830	13,940,090	14,611,480	14,760,580	149,100
DISABLED PERSONS(\$10,000)	623,100	593,140	500,570	481,050	411,090	(69,960)
DISABLED VET(\$3,000)	2,879,630	3,471,080	3,786,000	3,640,350	4,092,020	451,670
POLLUTION CONTROL	582,204	582,204	601,657	568,154	568,154	0
OTHER						0
MINIMUM VALUE	9,720	12,140	12,390	12,900	11,130	(1,770)
FREEPORT	95,050,148	125,008,981	99,887,202	113,918,050	119,339,715	5,421,665
ABATEMENT	0	27,500,000	27,500,000	18,250,000	18,250,000	0
TOTAL EXEMPTIONS	112,951,962	171,163,375	146,227,909	151,481,984	157,432,689	5,950,705
						0
NET TAXABLE	946,820,238	983,590,328	1,005,609,123	1,060,320,946	1,092,242,104	31,921,158
TAX RATE PER \$100 VALUATION	0.4850	0.4950	0.4900	0.4900	0.4900	0
TAX LEVY	\$4,592,078	\$4,868,772	\$4,927,485	\$5,195,573	\$5,351,986	156,414

# City of Stephenville Taxable Property Values



## 2016 Annual TML Taxation and Debt Service

City	Population	Total Net Taxable	Gross Tax Rate	G.O. Bond Indebtedness	Revenue Bond Indebtedness	Total Certificates of Obligation	Total Outstanding Tax Notes	Municipal Utilities and Facilities	Fiscal Year Begins
Waxahachie	32,344	2,521,188,621	0.6800000	38,600,000	19,710,000	95,150,000	0	AMAP CCE FG LK MB PPK S SC W	10/01
Southlake	29,086	6,649,540,247	0.4620000	34,341,874	750,000	58,555,000	0	CE L MB PK S SC W	10/01
Harker Heights	28,526	1,653,988,247	0.6770000	27,805,077	21,084,924	48,890,001	0	CE L MB PK S SP W	10/01
Lake Jackson	27,604	1,650,645,371	0.3600000	15,523,204	8,960,000	15,861,796	0	CE GC L MB PK S SL SP W	10/01
Paris	26,539	153,373,456	0.5019500	7,285,000	38,545,000	5,170,000	0	AP C CE FG J L LK M MB P PK S SP W	10/01
Greenville	26,180	1,591,766,504	0.6990000	44,971,000	15,980,000	7,280,000	0	AMAP CCE GC J L LK M MB P PK S SP W	10/01
Alvin	25,525	1,087,861,264	0.8386000	16,810,000	0	14,360,000	895,000	C L MB PK S SC SL SP W	10/01
Balch Springs	25,363	715,276,421	0.8030000	5,915,000	8,710,000	0	0	CE L MB PK SC SP	10/01
Sachse	23,681	1,635,609,749	0.7572790	37,750,000	0	0	0	L MB PK S SC W	10/01
Kerrville	22,946	2,012,804,435	0.5625000	0	0	58,429,823	0	AMAP CCE GC L LK MB P PH PK S SL SP W	10/01
Plainview	22,343	791,156,257	0.6288000	0	0	11,415,000	0	AP CCE GC L MB PK S SL SP W	10/01
Midlothian	22,000	2,509,554,503	0.7082440	46,602,073	24,310,000	2,850,000	1,110,000	AP CE MB PK S W	10/01
Hutto	22,000	1,257,517,667	0.5285000	17,380,335	0	59,184,665	0	L LK MB PK S W ZZ	10/01
Saginaw	21,703	1,308,751,786	0.5440000	23,980,000	2,490,000	6,440,000	0	CE L MB PK S SC SP W	10/01
Brownwood	20,402	814,960,673	0.7463000	5,260,000	0	25,295,000	450,000	AMAP CE L MB PK S SC SL SP W	10/01
Murphy	20,230	1,774,655,435	0.5500000	27,650,000	0	9,805,000	2,100,000	CE MB PK S W	10/01
Belton	20,128	945,597,128	0.6598000	15,226,476	13,243,524	28,470,000	0	CE L MB PK S W	10/01
Stafford	19,825	2,513,160,000	0.0000000	0	0	0	0	CE MB P PK SP ZZ	10/01
Orange	19,613	887,910,106	0.7000000	12,565,000	0	4,845,000	0	L MB PK S SL SP W	10/01
Dickinson	19,595	848,099,151	0.4086100	8,450,000	0	1,055,000	0	L MB	10/01
Angleton	19,472	816,433,343	0.7175980	3,440,000	0	15,513,739	0	PK S SP W	10/01
<b>Stephenville</b>	<b>19,374</b>	<b>1,060,320,946</b>	<b>0.4900000</b>	<b>4,335,000</b>	<b>7,595,000</b>	<b>6,585,000</b>	<b>0</b>	<b>AP L MB PK S SC W</b>	<b>10/01</b>
Horizon City	19,332	740,318,482	0.4527230	580,000	0	15,000,000	0	MB P PK SC	10/01
Portland	18,500	1,087,247,968	0.5294500	0	12,409,000	16,182,637	1,565,000	CE L LK MB PK S SC SP W	10/01
Pampa	18,401	633,111,700	0.6571750	8	0	7,941,222	0	AM CCE GC L LK MB PK S SC SL SP W	10/01
Nederland	17,587	1,021,540,582	0.5918530	9,915,000	0	2,430,000	0	L MB PK S SC SL SP W	10/01
Forney	17,536	1,149,202,404	0.6984830	55,540,000	0	15,405,000	0	L MB PK S SC W	10/01
Mineral Wells	17,450	592,534,608	0.5300000	300,525	133,071	0	0	AP C L MB PK S SP W	10/01
White Settlement	16,896	636,777,622	0.7331030	8,665,000	7,305,000	9,540,000	155,000	CE J L MB PK S SC SP W	10/01
Mercedes	16,591	522,712,943	0.7550000	1,265,000	160,000	930,000	165,000	CE J L MB P PK S SL SP W	10/01
Gainesville	16,569	852,757,483	0.6978220	19,955,000	0	21,315,000	30,745	AP CCE GC LK MB PK S SC SL SP W ZO	10/01
Uvalde	16,507	610,383,117	0.7840000	0	0	26,780,000	0	AP CCE GC GS MB P PK S SL SP W	10/01
Highland Village	16,500	1,921,244,809	0.5696300	13,060,000	0	23,205,000	0	MB PK S W	10/01
Taylor	16,483	902,850,723	0.8138930	9,190,000	0	11,870,000	0	AMAP C L MB PK S SP W	10/01
Brenham	16,297	1,188,742,237	0.4731000	5,844,542	9,165,000	11,590,000	760,000	AP CE GS L MB P PH PK S SL SP W	10/01
Mount Pleasant	16,081	881,528,357	0.3437000	0	25,300,000	10,340,000	0	AP CCE FG L LK MB PK S SL SP W	10/01
Gatesville	15,985	386,710,984	0.4500000	1,365,000	4,920,000	10,905,000	177,085	AMAP CCE FG L MB PH PK S SP W ZZ	10/01
Sulphur Springs	15,975	881,510,683	0.4400000	0	0	10,695,000	0	AP L LK MB PK S SC W	10/01
Seagoville	15,723	494,621,920	0.7138000	0	6,581,667	181,333	0	J L MB PK S SC W	10/01
West University Place	15,604	5,444,082,022	0.3317900	49,300,000	0	10,975,000	0	MB PK S SC SL SP W	01/01
Katy	15,591	1,777,863,032	0.5267200	1,570,000	0	0	0	CE L MB PK S SC SL W	10/01
Alton	15,497	331,648,454	0.4540000	0	0	614,000	0	CE MB PK S SC SP	10/01
Live Oak	15,116	1,107,713,318	0.4676900	20,885,000	0	520,000	365,000	CE LK MB PK S SP W	10/01
Dumas	14,989	562,861,391	0.2900000	9,122,200	14,542,800	0	0	GC GS MB PK S SL SP W	10/01
Jacksonville	14,747	555,827,430	0.6596000	7,700,000	0	0	0	C L LK PK S SC SP W	10/01
Crowley	14,572	730,428,376	0.7392700	695,000	445,000	770,000	0	CE L MB PK S W	10/01

## 2016 Annual TML Water Rate Survey

Residential Water						Commercial Water	
Population Group	City Population	Fee For		Total Customers	Average Usage	Fee For	
		5,000 Gal.	10,000 Gal.			50,000 Gal.	200,000 Gal.
<div>20,001 - 25,000</div>							
Colleyville	24,974	28.60	50.10	9,730	11,000	262.44	1,243.44
Marshall	24,751	24.97	45.52	9,217	5,000	227.02	843.52
University Park	24,396	22.35	44.70	8,805	0	134.10	33.20
Corsicana	23,989	30.80	48.05	8,883	6,000	261.42	816.42
Sachse	23,681	33.61	54.91	8,062	8,506	391.48	1,667.98
Kerrville	22,946	26.73	43.63	10,058	7,224	194.18	866.68
Denison	22,907	31.18	43.91	10,017	3,631	182.30	654.65
Plainview	22,343	40.35	49.70	7,599	6,202	139.20	485.70
Hutto	22,000	60.52	100.67	4,775	6,000	520.88	1,725.38
Midlothian	22,000	38.62	59.02	5,945	4,400	285.08	948.08
Corinth	20,981	37.12	50.97	6,946	9,108	349.70	1,351.70
Brownwood	20,402	40.07	54.91	7,351	7,480	249.29	694.49
Murphy	20,230	40.15	60.03	6,075	6,970	325.05	1,116.15
Belton	20,128	32.95	50.40	6,200	0	190.00	713.50
20,001 - 25,000	Averages	34.86	54.04	7,833	6,793	265.15	940.06
<div>15,001 - 20,000</div>							
Ennis	19,795	35.00	52.50	5,780	12,000	179.26	626.26
Universal City	19,721	28.56	39.42	5,877	12,000	151.76	547.76
Alice	19,682	34.14	56.24	7,186	8,000	247.56	981.06
Orange	19,613	21.32	34.32	6,986	4,000	153.83	543.83
Terrell	19,599	40.63	67.83	6,000	5,600	428.48	1,398.98
Angleton	19,472	35.38	63.08	6,421	7,000	308.08	1,343.08
Stephenville	19,374	30.75	50.50	5,962	8,000	287.26	879.76
Portland	18,500	31.76	48.26	5,836	5,170	243.45	817.95
Nederland	17,587	19.49	35.39	7,039	4,000	162.59	641.09
Forney	17,536	27.00	49.00	6,065	4,290	263.50	1,088.50
Mineral Wells	17,450	34.41	62.71	6,303	4,450	297.88	950.38
Mercedes	16,591	2.98	33.33	4,419	7,000	160.29	539.79
Gainesville	16,569	35.80	55.40	6,626	5,489	375.07	997.54
Uvalde	16,507	15.39	21.84	5,765	0	215.00	860.00
Taylor	16,483	40.18	56.61	5,902	6,300	2,370.89	9,360.89
Brenham	16,297	24.79	43.69	7,525	5,262	170.72	725.72
Mount Pleasant	16,081	19.70	31.70	5,417	5,000	127.70	487.70
Gatesville	15,985	35.00	50.00	3,194	6,000	170.00	620.00
Sulphur Springs	15,975	25.20	43.25	6,448	5,000	187.65	729.15
Seagoville	15,723	28.68	66.93	4,023	4,861	384.60	1,074.60
Humble	15,616	17.33	28.03	3,895	5,000	267.84	839.43
Hereford	15,608	20.47	35.07	5,150	9,000	167.47	1,002.98
West University Place	15,604	34.08	61.07	5,497	9,600	541.91	1,647.41
Katy	15,591	16.40	30.01	5,450	9,000	186.75	610.26
Addison	15,457	19.55	33.10	3,687	7,384	141.42	547.92
Live Oak	15,116	20.17	25.13	2,836	6,986	222.34	408.84
15,001 - 20,000	Averages	26.70	45.17	5,588	6,656	323.59	1,164.26

### 2016 Annual TML Wastewater Rate Survey

Population Group City Name	City Population	Residential Sewer			Commercial Sewer	
		Fee For		Total Customers	Fee For	
		5,000 Gal.	10,000 Gal.		50,000 Gal.	200,000 Gal.
20,001 - 25,000						
Colleyville	24,974	21.44	37.14	8,941	162.74	633.74
Marshall	24,751	29.84	52.79	8,239	236.39	924.89
University Park	24,396	20.75	41.50	7,440	207.50	830.00
Corsicana	23,989	38.00	58.00	7,923	240.00	840.00
Sachse	23,681	39.36	68.31	7,559	342.83	1,211.33
Kerrville	22,946	34.40	60.25	11,876	283.55	1,108.55
Denison	22,907	28.81	41.07	8,941	190.37	714.98
Plainview	22,343	24.25	29.50	7,140	95.50	343.00
Hutto	22,000	39.61	61.61	7,233	341.04	1,100.04
Midlothian	22,000	56.12	87.87	5,930	366.75	1,319.25
Corinth	20,981	49.39	77.39	6,672	301.39	1,141.39
Brownwood	20,402	24.80	41.44	6,885	207.24	828.88
Murphy	20,230	33.10	48.20	5,939	169.00	622.00
Belton	20,128	35.00	60.50	4,900	237.00	915.50
20,001 - 25,000 Averages		33.92	54.68	7,544	241.52	895.25
15,001 - 20,000						
Ennis	19,795	30.49	30.49	5,469	143.60	497.60
Universal City	19,721	26.87	41.07	5,687	233.00	923.00
Alice	19,682	26.13	38.63	6,542	139.77	514.77
Orange	19,613	49.55	943.35	6,744	452.75	1,796.75
Terrell	19,599	48.53	69.93	6,000	410.86	1,052.86
Angleton	19,472	16.94	30.44	501	34.83	562.83
Stephenville	19,374	26.00	42.50	5,773	174.50	669.50
Portland	18,500	36.59	42.09	5,376	173.34	338.34
Nederland	17,587	19.09	35.74	6,993	168.94	669.94
Forney	17,536	30.60	54.60	5,410	257.10	977.10
Mineral Wells	17,450	38.39	66.64	7,000	241.87	942.37
Mercedes	16,591	23.00	29.15	4,083	116.87	350.87
Gainesville	16,569	43.08	63.73	5,912	255.85	948.82
Uvalde	16,507	19.65	25.05	5,115	30.40	58.60
Taylor	16,483	46.59	71.99	5,665	275.19	1,037.19
Brenham	16,297	26.94	49.19	6,728	227.19	894.69
Mount Pleasant	16,081	15.75	24.50	4,877	94.50	357.00
Gatesville	15,985	17.55	30.10	2,891	130.50	507.00
Sulphur Springs	15,975	26.47	38.03	5,754	182.83	725.83
Seagoville	15,723	36.32	72.07	3,730	358.07	1,430.57
Humble	15,616	29.75	36.28	3,672	265.45	875.19
Hereford	15,608	19.88	25.83	4,956	84.98	502.73
West University Place	15,604	20.24	35.04	5,416	169.57	613.57
Katy	15,591	8.44	14.47	5,029	91.00	364.00
Alton	15,497	27.00	38.50	3,550	105.00	330.00
Addison	15,457	26.49	39.63	2,588	223.46	880.46
Live Oak	15,116	16.12	24.32	4,702	171.00	684.00
15,001 - 20,000 Averages		27.87	74.57	5,043	193.05	722.43



PROPOSED

**CITY OF STEPHENVILLE  
FEE SCHEDULE BY DEPARTMENT**

<b><u>DEPT.</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>CURRENT</u></b>	<b><u>PROPOSED</u></b>
<b>0201</b>	<b>FISCAL SERVICES</b>		
	TABC- Liquor License Application Fee	60.00	
	Solicitation Permit, non-refundable application fee	25.00	
	Solicitation Permit, non-refundable investigation fee per person	25.00	
	Taxicab Permit (per year)	50.00	
	Copying Charges (per page)(staff copied)	.25	
	Ad Valorem Taxes (per hundred)	.490	
	Hotel/Motel Occupancy Tax	.07	
	City Sales Tax	.015	
	Operations . 0138		
	4B Economic Development . 0012		
	Franchise Fees: (based on Gross Receipts)		
	Cable Television (renew 2014)	4%	
	Electricity (set by PUC/per kwh)	4%	
	Garbage (renew 2013)	7%	
	Gas (renew 2020)	4%	
	Telephone (per access line set by PUC)	.59/1.32/2.01	
	Garage Sale Permits:		
	Prior to Garage Sale	3.00	
	Day of Garage Sale	5.00	
	Returned Check Fee	30.00	
	Late Charge Past Due Date (gross billing)	10%	
	Credit Card Process	2.50	
<b>0302</b>	<b>MUNICIPAL COURT –As Set by Municipal Court Judge</b>		
<b>0501</b>	<b>LEISURE SERVICES</b>		
	Gymnasium Rental:		
	Profit	250.00	
	Non-Profit	125.00	
	Per Hour		20.00
	For games/hour		50.00
	Concession Stand (per day)		50.00
	Small Pavilion & Century Park Rental:		
	Half Day (4 hours) Must be done before 2p	75.00	
	Full Day (8hours)	150.00	

<u>DEPT.</u>	<u>DESCRIPTION</u>	<u>CURRENT</u>	<u>PROPOSED</u>
	Large Pavilion		
	Half Day (4 hours) Must be done before 2p	150.00	
	Full Day (Hours)	300.00	
	RV Hook-Up:		
	Per Night	20.00	
	Senior Citizens (55 or older)	15.00	
	Birdsong Amphitheater:		
	Half Day (4 hours)	150.00*	
	Full Day (8 hours)	300.00*	
	*\$50.00 electrical		
	Ticketed/For-profit events—\$1.00 per ticket sold for event.		
	Bosque River Trail		
	Per half day – 4 hours – complete by 2pm		75.00
	Per day –full 8 hours		150.00
	Recreation:		
	Adult League (per team)	325.00	
	Baseball League Fees		
	(Tb, cp, pinto/rec, pinto/comp, 8u gfp)	50.00	
	(10u gfp, 12u gfp)	65.00	
	(10u bb, 12u bb)	65.00	
	(15u gfp)	65.00	
	(15u, bb)	65.00	
	Non Baseball Youth Leagues (per person)	50.00	
	Youth Programs	40.00*	
	Sibling discount (Must reside in same household)	(-\$10)	
	Field Rental—Per Field Per Day	150.00	
	Field lighting (per hour)	10.00	
	Field Rental per hour (Field is not game ready)		20.00
	Field Rental per hour (Game ready-field worked once per day)		50.00
	Ballfields may be rented April through September for tournaments		150.00
	On Saturday and Sunday only. SPARD reserves all concession rights.		
	*Registration fees for individual sports may vary depending on participation for each class.		
	Splashville Swimming Pool:		
	Daily Admission (per person)	5.50	
	Ages 2 & under	free	
	Senior Citizen (65 & Up)/Military Family (Military ID Required)	3.00	

	Twilight Fee (2 hours prior to closing)	2.00	
	Monday Mania	3.00	
<b>DEPT.</b>	<b>DESCRIPTION</b>	<b>CURRENT</b>	<b>PROPOSED</b>
	Daily Discount Passes		
	5 visits	20.00	
	10 visits	38.00	
	20 visits	70.00	
	Unlimited Individual Season Pass \$115.00    Unlimited Family Pass **	225.00	
	Party Area Rental (Mon-Sat) (3.75 per guest) (up to 24)	45.00	
	Noon to 2:00 pm or 3:00 pm to 5:00 pm (Tuesday thru Saturday)		
	Private Party Rental	750.00	
	Swimming Lessons	50.00	
	**Family of four (4) \$10.00 for each additional person. All members must reside in the same household.		
<b>0503</b>	<b>CEMETERY</b>		
	Cemetery Lots:		
	City Resident	600.00	
	Non-City Resident	750.00	
<b>0504</b>	<b>LIBRARY SERVICES</b>		
	Replace Lost Books	cost	
	Fines for Late Return (per day)	.25	
	Copy Machine (per copy, self-serve)	.10	
	Late Fee Video Return (per day)	1.00	
	Inter-Library Loan (postage)	-0-	
	Replacement Card Fee	2.00	
<b>0505</b>	<b>STREETS SERVICES</b>		
	Street Cuts:		
	Asphalt Surfaces Over Concrete (per sq ft):	3.75	
	Brick Surface Over Concrete (per sq ft):	5.25	
	Parade Permits:		
	Type A – Less than 50 units	50.00	
	Type B – More than 50 units	100.00	
	Type C – Motorcades or parades otherwise not classified in "A" or "B".		
	Marches included in this category.	25.00	
<b>5506</b>	<b>Community Center</b>		
	Daily Rental Fee (8:00AM – 10:00PM)	\$150.00	
	Senior Members	\$50.00	
	Set-up of tables and chairs (Optional)	\$50.00	
<b>0603</b>	<b>FIRE SERVICES</b>		
	Non-Routine Response Fee:		

Per Unit (per hour)	70.00
Supplies	cost

<u>DEPT.</u>	<u>DESCRIPTION</u>	<u>CURRENT</u>	<u>PROPOSED</u>
<b>0700</b>	<b>POLICE SERVICES</b>		
	Accident Reports	6.00	
	Finger Printing (2 card max per person ea. additional 5.00)	10.00	
	Offense Reports (for 1st page, \$.10 each additional page)	1.00	
	False Alarm Fee (per occurrence after five per year)	50.00	
	Police Escort (per nonprofit event, except funerals)	190.00	
	Solicitor Investigation Fee (Non Refundable)	25.00	
	<b>ANIMAL CONTROL</b>		
	<b>Dog License:</b>		
	Male	20.00	
	Neutered Male	5.00	
	Female	20.00	
	Spayed Female	5.00	
	Guard dog	Bond + 35.00	
	Dangerous dog	Bond +50.00	
	<b>Cat License:</b>		
	Male	20.00	
	Neutered Male	5.00	
	Female	20.00	
	Spayed Female	5.00	
	Multiple Dog Permit -0-	50.00	
	License Replacement	5.00	
	Livestock	\$25/yr + inspection	
	Boarding/Riding Stables	\$25/yr + inspection	
	Late Fee for Licenses	5.00	
	Late Fee for Permits	10.00	
	Impoundment Fee (Established and collected by animal shelter)		
<b>0801</b>	<b>PLANNING SERVICES</b>		
	Zoning Ordinance	25.00	
	<b>Subdivision:</b>		
	Ordinance	50.00	
	Specifications	25.00	
	Design Standards	25.00	
	<b>Zone Change Applications:</b>		
	Acre or Less	300.00	
	1.01 to 5 Acres	400.00	
	5.01 or More	500.00	
	<b>Mapping:</b>		
	City Zoning Map		
	3ft L x 5ft	50.00	

2ft L x 3ft W	30.00
2ft L x 3ft W	30.00
11in L x 17in W	20.00

<u>DEPT.</u>	<u>DESCRIPTION</u>	<u>CURRENT</u>	<u>PROPOSED</u>
	City Limits and Street Map		
	3ft L x 3ft W	25.00	
	2ft L x 3ft W	15.00	
	11in L x 17in W	5.00	
	Parkland Dedication (In-lieu of) Per Dwelling Unit		
	Per single-family dwelling unit	600.00	
	Per dwelling unit for duplex, townhome, condominium, apts.	300.00	
	Board of Adjustment Applications	200.00	
	Subdivision Filing Fees:		
	Preliminary Plat (per plat)	200.00	
	(per lot)	10.00	
	Final Plat (per plat)	200.00	
	(per lot)	10.00	
	Replat (per plat)	200.00	
	Site Development Plan (per plan)	200.00	
	(water,sewer,streets,storm drain engineering review)		
	Comprehensive Plan	100.00	
0802	<b>INSPECTION SERVICES</b>		
	Food Service Permit:		
	Annual Inspection:	250.00	
	Administrative fee	75.00	
	Contractor fee	175.00	
	Pre-opening:	125.00	
	Administrative fee	25.00	
	Contractor fee	100.00	
	Complaint	100.00	
	Reinspection	75.00	
	Mobile food (with commissary/without)	225/150	
	Administrative fee	75.00	
	Contractor fee (with commissary/without)	150/75	
	Temporary Mobile food-Inspection/Contractor Fee	50.00	
	Mobile Home Park License (per park)	10.00	
	(per lot)	10.00	

Mobile Home Inspection	25.00
Certificate of Occupancy	25.00
Inspections outside of normal business hours (per hour)	50.00

<u>DEPT.</u>	<u>DESCRIPTION</u>	<u>CURRENT</u>	<u>PROPOSED</u>
	<b>BUILDING PERMIT FEE SCHEDULE</b>		
	General Construction Permit Fees:		
	Value \$1 to \$500—flat fee	25.00	
	Value \$501 to \$2,000, minimum	24.00+	
	pro-rated for each \$100 above \$500	3.00	
	Value \$2,001 to \$25,000, minimum	70.00+	
	pro-rated for each \$1,000 above \$2,000	14.00	
	Value \$25,001 to 50,000, minimum	392.00+	
	pro-rated for each \$1,000 above \$25,000	10.00	
	Value \$50,001 to \$100,000, minimum	642.00+	
	pro-rated for each \$1,000 above \$50,000	7.00	
	Value \$100,001 to \$500,000, minimum	992.00+	
	pro-rated for each \$1,000 above \$100,000	6.00	
	Value \$500,001 to \$1,000,000, minimum	3,392.00+	
	pro-rated for each \$1,000 above \$500,000	5.00	
	Value \$1,000,001 and up, minimum	5,892.00+	
	pro-rated for each \$1,000 above \$1,000,000	4.00	
	Demolition Permit	25.00	
	Structure Relocation Permit	25.00	
	<b>ELECTRICAL PERMIT FEES</b>		
	Issuance fee for each permit	25.00	
	Additional permit fees:		
	Installation of Service:		
	Up to 600 volts (residential)	6.00	
	Up to 600 volts (commercial)	12.00	
	Over 600 volts (residential or commercial)	17.00	
	Equipment Motors:		
	0 to 10 Hp	3.00	
	11 to 50 Hp	4.00	
	50 to 100 Hp	5.00	
	Over 100 Hp	6.00	
	Appliances	3.00	
	Swimming Pools	8.25	
	Other	4.00	
	Re-inspection Fee	25.00	
	License Reciprocation Letter	6.00	

**Penalty.** In the event any work, for which a permit is required by this chapter, is begun prior to obtaining said permit, the permit fee shall be doubled. The payment of such doubled fee shall not relieve any person from fully complying with the requirements of this chapter in execution of work nor from other penalties prescribed herein.

<u>DEPT.</u>	<u>DESCRIPTION</u>	<u>CURRENT</u>	<u>PROPOSED</u>
	<b>PLUMBING PERMIT AND LAWN SPRINKLER FEES</b>		
	Issuance fee for each permit	25.00	
	Fee for each fixture or opening to receive waste	3.00	
	Building Sewer	5.00	
	Water Heater	3.00	
	Gas Piping Systems	4.00	
	Gas System Test	4.00	
	Industrial Waste Pre-Treatment Interceptor	6.00	
	Water Service Line	4.00	
	Installation, alteration and repair of water piping or water treating equipment	3.00	
	Repair or alteration and repair of water piping or water treating equipment	3.00	
	Repair or alteration of drainage or vent piping	3.00	
	Lawn Sprinkler System	3.00	
	Grease or Sand Trap	6.00	
	Other	4.00	
	Re-inspection Fee	25.00	
	<b>MECHANICAL PERMIT FEES</b>		
	Issuance fee for each permit	25.00	
	Re-inspection Fee	25.00	
	<b>PLAN REVIEW FEE SCHEDULE</b> (Council 5/13/2008)		
	<u>Commercial and Multi-Family:</u>		
	Value \$1 to \$10,000	\$50.00	
	Value \$10,001 to \$25,000	\$70.69+	
	pro-rated for each \$1000 above \$10,000	\$5.46	
	Value \$25,001 to \$50,000, minimum	\$152.59+	
	pro-rated for each \$1,000 above \$25,000	\$3.94	
	Value \$50,001 to \$100,000, minimum	\$251.09+	
	pro-rated for each \$1,000 above \$50,000	\$2.73	
	Value \$100,001 to \$500,000, minimum	\$387.59+	
	pro-rated for each \$1,000 above \$100,000	\$2.19	
	Value \$500,001 to \$1,000,000, minimum	\$1,263.59+	
	pro-rated for each \$1,000 above \$500,000	\$1.85	
	Value \$1,000,001 and up, minimum	\$2,188.59+	
	pro-rated for each \$1,000 above \$1,000,000	\$1.23	



Fire Code(Fire Alarm and Sprinkler System):

Value Up to \$250,000	\$500.00
Value \$251,001 to \$500,000	\$850.00
Value \$500,001 to \$1,000,000	\$1,100.00
Value \$1,000,001 to \$3,000,000	\$1,600.00
Value \$1,000,001 to \$3,000,000	\$1,600.00
Value \$3,000,001 to \$6,000,000	\$2,400.00
Value \$6,000,001 and up	\$2,400.00

<u>DEPT.</u>	<u>DESCRIPTION</u>	<u>CURRENT</u>	<u>PROPOSED</u>
<b>0803</b>	<b>CODE ENFORCEMENT SERVICES</b>		
	Health and Sanitation Administrative Fees:		
	First Violation	25.00	
	Second Violation	50.00	
	Third Violation	100.00	
<b>3000</b>	<b>WATER FUND</b>		
	Water Rates:		
	Minimum Bill (0 gallons used)		
	5/8 inch and ¾ inch meter	11.00	
	1 inch	24.29	
	1 ½ inch	51.57	
	2 inch	89.76	
	3 inch	198.87	
	4 inch and larger	351.63	
	Plus Volume Charge—per 1,000 gallons	3.95	
	Multifamily Billing:		
	70% of number of living units (per unit)	8.40	
	Plus Volume Charge--per 1,000 gallons	3.95	
	Residential Surcharge per thousand gallon (May - September)		
	Over 12,000 gallons	1.00	
	Over 25,000 gallons	3.00	
	Over 50,000 gallons	4.00	
	Outside City Limits	115%	
	Customer Deposits:		
	Residential	150.00	
	Residential deposits shall be made either:		
	(a) in cash at the time of making application; or		
	(b) one-third to be paid in cash at the time of making application and the remaining two-thirds to be billed on the first two months billing; or		

- (c) an applicant for residential connection may present a letter of credit from applicant's most recent utility company which represents a satisfactory payment history for at least twelve (12) months preceding the date of application. To be satisfactory, the letter must not indicate that the applicant has been advised of late payment more than two (2) times during the period.
- (d) Any customer whose account has been active for twelve (12) months and has not been advised of a late payment during that period, shall be entitled to their deposit for utility service being applied to the account balance or refunded by check within thirty (30) days.

<u>DEPT.</u>	<u>DESCRIPTION</u>	<u>CURRENT</u>	<u>PROPOSED</u>
	Commercial		2X monthly usage

For commercial connections:

- (a) a service deposit shall be required which shall be equal to an estimate of the cost of sixty (60) days utility service, with a five hundred dollar (\$500.00) minimum deposit. The amount of the deposit shall be estimated by the utility billing clerks or his or her authorized representative.

Where billing figures for a comparable establishment are not available to establish the deposit for a commercial connection, the utility billing clerks shall estimate a two-month billing based upon information received from the applicant. The utility office shall review the estimate and within the first three months make the appropriate adjustment in the deposit amount.

- (b) Commercial deposits shall be made in cash. The Director of Finance or his or her authorized representative may authorize an alternative method of deposit for commercial accounts on a case by case basis
- (c) When and if it is found that the deposit required and is collected in accordance with the above schedule is not sufficient to protect the City from losses that may occur over a period of two (2) months, the Director of Finance may, at his or her discretion, require an additional cash deposit, or may require an additional deposit if for any reason the amount of the deposit becomes less than the originally required under the schedules hereinabove set forth.

A customer with an existing account established before October 1, 2005, will not be required to establish an additional deposit unless and until the customer's service is terminated for non-payment. In that event, the deposit requirements of this section will apply.

Basic Service Charges:

Connection Fee	20.00
Transfer Fee	20.00
After 5:00 p.m. or weekends (additional)	40.00
Damaged Meter Charge	cost

Fire Hydrant Meter Deposit	1,200.00
Non-Pay Reconnect Fee	30.00
Check Read (each, after two free annually)	10.00
Temporary Service (72 hours)	20.00+cost
Temporary Cut-Off for Repair	20.00
Leak Test (each, after two free annually)	10.00

<u>DEPT.</u>	<u>DESCRIPTION</u>	<u>CURRENT</u>	<u>PROPOSED</u>
	Water Tap Charges:		
	5/8 inch and ¾ inch taps	660.00	
	1 inch tap	817.00	
	1 ½ inch tap	1,305.00	
	2 inch tap	1,772.00	
	Water Tap Charges do not include street repair.		
	The City provides residential and commercial meters up to 1-inch diameter. The cost of city- approved water meters larger than 1-inch shall be borne by the developer. Contact Customer Service for an “at-cost” quote.		
	Service for an “at-cost” quote.		
<b>3100</b>	<b>SEWER FUND</b>		
	Sewer Rates:		
	Minimum Bill (0 gallons used)	9.50	
	Plus Volume Charge--per 1,000 gallons	3.50	
	Multifamily Billing:		
	70% of Number of Living Units (per		
unit)	9.50		
	Plus Volume Charge—per 1,000 gallons	3.50	
	Residential Winter Months Averaging (Dec, Jan, Feb)		
	Outside City Limits	115%	
	Sewer Tap:		
	4-inch tap	450.00	
	6-inch tap	537.50	
	Man-Hole	AT COST	
	Sewer Tap Charges do not include street repair.		
	Charges for Industrial Pretreatment:		
	Compliance Sampling (in house)		
	BOD (per pound)	.016	
	TSS (per pound)	.15	

**3200****STORMWATER DRAINAGE**

Single Family Residential Properties (per property/per month):

0 to 5,000 sq. ft.	2.00
5,001 to 21,780 sq. ft.	3.00
Over 21,780 sq. ft.	4.00

Commercial and all other properties (per property/per month):

Equivalent Residential Units (ERU):

ERU=LAND AREA (sq. ft.) div by

6,000sq.ft

DETAINED ERU	3.00
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UNDETAINED ERU	5.10
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UNDEVELOPED

EXEMPT

DEPT.DESCRIPTIONCURRENTPROPOSED**5001****SANITATION SERVICES (Progressive Waste) effective 1/1/15**

Garbage Rates							
Frequency	1X	2X	3X	4X	5X	6X	Extra
Residential	N/A	11.58	N/A	N/A	N/A	N/A	5.79
Commercial	18.80	N/A	N/A	N/A	N/A	N/A	9.61
2 yard	65.90	110.76	155.62	N/A	N/A	N/A	41.58
3 yard	90.02	120.68	184.02	241.86	299.68	N/A	49.25
4 yard	98.75	141.93	249.74	336.49	423.24	509.98	56.07
6 yard	117.03	177.00	308.88	414.04	519.20	625.88	69.72
8 yard	132.27	242.18	359.74	480.37	604.66	727.14	83.20

**Fuel Surcharge.** Each month a fuel surcharge is added to the water bills based upon the average fuel cost incurred by Progressive Waste in providing service to the City.

**4471****LANDFILL**

Regular Rate Gate Fees:

Minimum (Up to 800 lbs.)	20.00
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PerTon	50.00
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Inadequate Containment	Fee Doubled
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Pull Off (Per Each)	25.00
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**3001****AIRPORT**

Airport Hangars (per month):

North side	135.00
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South side	185.00
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Small Corner	195.00
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Large Corner	210.00
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New Airport Hangars (per month):

Small	200.00
Large	225.00
Commercial	800.00
Monthly Aircraft Tie down/Parking	15.00
Fuel Tax (per gallon)	.05
Commercial Land Lease (per square foot)	.10

PROPOSED

**ORDINANCE NO. 2016-O-**

**AN ORDINANCE MAKING APPROPRIATIONS FOR THE SUPPORT OF THE CITY OF STEPHENVILLE, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016, AND ENDING SEPTEMBER 30, 2017, AND ADOPTING THE ANNUAL BUDGET OF THE CITY OF STEPHENVILLE FOR THE 2016-2017 FISCAL YEAR.**

WHEREAS, the budget for the fiscal year beginning October 1, 2016 and ending September 30, 2017, was duly presented to the City Council by the City Administrator and a public notice was posted in the Stephenville City Hall.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF STEPHENVILLE, TEXAS:

SECTION 1. That the appropriations for the fiscal year beginning October 1, 2016 and ending September 30, 2017, for the support of the general government of the City of Stephenville, Texas, be fixed and determined for said terms in accordance with the expenditures shown in the City's fiscal year 2016-2017 budget.

SECTION 2. That the budget is hereby approved in all respects and adopted as the City's budget for the fiscal year beginning October 1, 2016 and ending September 30, 2017.

PASSED and APPROVED this the 6<sup>th</sup> day of September, 2016.

\_\_\_\_\_  
Jerry K. Weldon II, Mayor

ATTEST:

\_\_\_\_\_  
Cindy L. Stafford,  
City Secretary

\_\_\_\_\_  
Reviewed by Patrick C. Bridges,  
City Administrator

\_\_\_\_\_  
Approved as to form and legality  
Randy Thomas, City Attorney

**ORDINANCE NO. 2016-O-**

**AN ORDINANCE LEVYING A TAX RATE FOR THE CITY OF STEPHENVILLE, FOR THE TAX YEAR 2016.**

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF STEPHENVILLE, TEXAS:

That we, the City Council of the City of Stephenville, Texas, do hereby levy or adopt the tax rate of \$100.00 valuation for this city for tax year 2016, as follows:

\$ 0.4446	for the purpose of maintenance and operation.
<u>\$ 0.4454</u>	for the payment of principal and interest on bonds.
\$ 0.4900	Total Tax Rate

The Tax Assessor/Collector is hereby authorized to assess and collect the taxes of the City of Stephenville, Texas, employing the above tax rate.

PASSED and APPROVED this the 20<sup>th</sup> day of September, 2016.

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Jerry K. Weldon II, Mayor

ATTEST:

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Cindy L. Stafford,  
City Secretary

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Reviewed by Patrick C. Bridges,  
City Administrator

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Approved as to form and legality  
Randy Thomas, City Attorney

# Advisory Boards and Commissions

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In addition to the permanent advisory boards and commissions listed, the Council also appoints temporary advisor committees from time to time to address specific, short term issues. The 2016 Membership of Advisory Boards and Commissions include:

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**Airport Advisory Board.** Studies and makes recommendations to the City Council regarding operations and facility improvements of the municipal airport. Ensures that the municipal airport is efficiently and adequately meeting the needs of the City and the air transportation industry.

L. G. Molenaar  
Curt Norman  
Robert Couch

Dana Brinkley  
Jubel Caldwell

Hardy Hampton  
Rick Tennyson

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**Board of Adjustment.** Hears and decides appeals that allege that there was an error in any order, requirements, decision or determination made by a City administrative officer, department or board. Also acts on applications that are submitted for a variance or a special exception to City zoning regulations.

David Baskett  
Stephen McKethan

Vic Cogburn  
Moumin Quazi

---

**Building Board.** Hears and renders decisions on ruling by City building inspectors or officials in regards to code interpretation, enforcement and substandard housing or structures within the City.

Rick Hale  
Fred Parker

Danny Phillips  
Brent Virgin

Seth Moore

---

**Electrical Board.** Hears and renders decisions on ruling by City building inspector or officials in regards to code interpretation, enforcement and substandard electrical work within the City.

Rod Rutledge  
Scott Thompson

David Bragg  
Kenneth Howell

---

**Water Conservation Committee.** Advises the City Council on policy matters affecting the Western Conservation programs and events.

Sudarshan Kurwadkar  
Dr. Carol Thompson

Dr. Hennen Cummings  
Mark Miller

Manon Shockey



# Advisory Boards and Commissions

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**Parks and Recreation Advisory Board.** Recommends, to the City Council, uses of parkland and parks/recreation facilities and improvements in programs, activities and facilities to meet community recreation needs and interests.

Cary Strohmeier  
Jason La Touche  
Dennis Jones

Cheryl Hatton  
Daron Trussell

Contessa Harrison  
Colby Pack

---

**Planning and Zoning Commission.** Studies and reviews plans and recommends to the City Council action to be taken in regard to City growth and development and comprehensive community planning. Also, makes recommendations and acts as a hearing board on zoning requests. Drafts new development regulations and conducts periodic review of plans and regulations.

Richard Petronis  
Milton Woodrow Horner  
Mark Wallace  
Justin Allison

Janet Whitley  
Kerry Schindler  
Bill Muncey

Lisa LaTouche  
Nick Robinson  
Metta Collier

---

**Dangerous Buildings Abatement Board.** Hears and renders decisions on ruling by City building inspectors or officials in regards to code interpretation and enforcement on substandard structures within the City.

Brad Chilton  
Michael D. Stephens

Jeremiah Dennis

Jeffery Clay Owens

---

**Plumbing Board.** Hears and renders decisions on ruling by City building inspectors or officials in regards to code interpretation and enforcement on substandard plumbing work within the City.

Steven Forbus  
Jon Young

John Weber  
Bobby Mangrum

Ed Weber  
Larry Graham

---

**Senior Citizen Advisory Board.** Recommends to the City Council action to be taken in regard to facilities and improvements in programs, activities and facilities to meet community senior citizen needs and interests.

Tom Konz  
Carlene Sutton  
Marlene Dupas

Patsy Jones  
Roy Hayes

Jana Saucedo  
Laura Rock

# Advisory Boards and Commissions

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**Library Advisory Board.** Recommends to the City Council action to be taken in regard to facilities and improvements in programs, activities and facilities to meet library needs and interests.

Molly Stewart  
Katy Eichenberg  
Carla Trussell

Darla Fent  
Jo Ann Phillips

Shirley Bittenbinder  
Katherine Horak Smith

---

**Mechanical Board.** Hears and renders decisions on ruling by City building inspectors or officials in regards to code interpretation and enforcement on substandard mechanical work within the City.

Bobby Mangrum  
Steven Deviney

Mike Walker  
Rick Alderfer

James Walker

---

**Western Heritage Committee.**

Metta Collier  
Ilda Martinez

Bob Doty  
Chad Decker

Dr. Linda Jones

---

**Stephenville Type B Economic Development Authority**

Matt Harpole  
Marion Cole  
Wendell Hollingsworth

Keith Brown  
Nathan Heller

Michelle Dunkerley  
Shelby Slawson

PROPOSED



# **FUND, FISCAL & BUDGETARY POLICIES**

## **CITY OF STEPHENVILLE, TEXAS COMPREHENSIVE FUND BALANCE POLICY**

### **BACKGROUND**

The City of Stephenville ("City") believes that sound financial management principles require that sufficient funds be retained by the City to provide a stable financial base at all times. To retain this stable financial base, the City needs to maintain a General Fund fund balance sufficient to fund all cash flows of the City, to provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature, to provide funds for the disparity in timing between property tax collection and expenditures, and to secure and maintain investment grade bond ratings. The purpose of this policy is to specify the size and composition of the City's financial reserves and to identify certain requirements for replenishing any fund balance reserves utilized.

The Governmental Accounting Standards Board ("GASB") issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* ("GASB-54"). One objective of this standard was to improve, including the understandability, the usefulness of fund balance information by providing clear fund balance classifications. GASB-54 abandons the reserved, unreserved, and designated classifications of fund balance and replaced them with five classifications: nonspendable, restricted, committed, assigned, and unassigned. The requirements of this statement are effective for the City of Stephenville's financial statements for the fiscal year ending September 30, 2011.

GASB-54 requires local governments to focus on the constraints imposed upon resources when reporting fund balance in governmental funds. The fund balance classifications indicate the level of constraints placed upon how resources can be spent and identify the sources of those constraints. The following five classifications serve to inform readers of the financial statements of the extent to which the City is bound to honor constraints on the specific purposes for which resources in a fund can be spent.

### **DEFINITIONS**

**Nonspendable Fund Balance** – Fund balance reported as "nonspendable" represents fund balance that is (a) not in a spendable form such as prepaid items or (b) legally or contractually required to be maintained intact such as an endowment.

**Restricted Fund Balance** – Fund balance reported as "restricted" consists of amounts that can be spent only on the specific purposes stipulated by law or by the external providers of those resources.

**Committed Fund Balance** – Fund balance reported as "committed" are self-imposed limitations set in place prior to the end of the fiscal period. These amounts can be used only for the specific purposes determined by a formal action of the City Council, which is the highest level of decision-making authority, and that require the same level of formal action to remove the constraint.

**Assigned Fund Balance** – Fund balance reported as "assigned" consists of amounts that are subject to a purpose constraint that represents an intended use established by the City Council or by their designated body or official. The purpose of the assignment must be narrower than the purpose of the General Fund. Formal action is *not*

necessary to impose, remove, or modify a constraint in Assigned Fund Balance. Additionally, this category is used to reflect the appropriation of a portion of existing fund balance to eliminate a projected deficit in the subsequent year's budget.

Unassigned Fund Balance – Fund balance reported as “unassigned” represents the residual classification of fund balance and includes all spendable amounts not contained within the other classifications.

## COMPREHENSIVE FUND BALANCE POLICIES

### 1.0 Policy on committing funds

In accordance with GASB-54, it is the policy of the City of Stephenville (“City”) that fund balance amounts will be reported as “Committed Fund Balance” only after formal action and approval by City Council. The action to constrain amounts in such a manner must occur prior to year end; however, the actual dollar amount may be determined in the subsequent period.

For example, the City Council may approve a motion prior to year end to report within the year-end financial statements, if available, up to a specified dollar amount as Committed Fund Balance for capital projects. The exact dollar amount to be reported as Committed Fund Balance for capital projects may not be known at the time of approval due to the annual financial audit not yet being completed. This amount can be determined at a later date when known and appropriately reported within the year-end financial statements due to the governing body approving this action before year-end.

It is the policy of the City that the City Council may commit fund balance for any reason that is consistent with the definition of Committed Fund Balance contained within GASB-54. Examples of reasons to commit fund balance would be to display intentions to use portions of fund balance for future capital projects, stabilization funds, or to earmark special General Fund revenue streams unspent at year-end that are intended to be used for specific purposes.

After approval by the City Council, the amount reported as Committed Fund Balance cannot be reversed without utilizing the same process required to commit the funds. Therefore, in accordance with GASB-54, it is the policy of the City that funds can only be removed from the Committed Fund Balance category after motion and approval by the City Council.

### 2.0 Policy on assigning funds

In accordance with GASB-54, funds that are *intended* to be used for a specific purpose but have not received the formal approval action at the governing body level may be recorded as Assigned Fund Balance. Likewise, redeploying assigned resources to an alternative use does not require formal action by the governing body.

GASB-54 states that resources can be assigned by the governing body or by another internal body or person whom the governing body gives the authority to do so, such as a committee or employee of the City.

Therefore, having considered the requirements to assign fund balance, it is the policy of the City that the City Administrator will have the authority to assign fund balance of this organization based on intentions for use of fund balance communicated by the City Council.

### 3.0 Policy on Unassigned General Fund fund balance

It is the goal of the City to achieve and maintain an unassigned General Fund fund balance equal to 25% of budgeted expenditures. The City considers a balance of less than 20% to be a cause for concern, barring unusual or deliberate circumstances, and a balance of more than 30% as excessive. An amount in excess of 30% is to be considered for reservation to accumulate funding for capital projects and equipment, and/or to reduce the tax levy requirements, and shall be determined in conjunction with the annual budget process. In the event that the unassigned General Fund fund balance is less than the policy anticipates, the City shall plan to adjust budget resources in the subsequent fiscal years to restore the balance.

Appropriation from unassigned General Fund fund balance shall require the approval of the City Council and shall be only for one-time expenditures, such as capital purchases, and not for ongoing expenditures unless a viable plan designated to sustain the expenditures is simultaneously adopted.

# Fiscal and Budgetary Policies

## I. Statement of Purpose

The City of Stephenville is committed to financial management through integrity, prudent stewardship, planning, accountability, full disclosure and communication. The broad purpose of these Fiscal and Budgetary Policies are to enable the City to achieve and maintain a long-term stable and positive financial condition, and provide guidelines for the day-to-day planning and operations of the City's financial affairs.

Policy scope generally spans areas of accounting and fiscal reporting, internal controls, both operating and capital budgeting, revenue management, investment and asset management, debt management and forecasting. This is done in order to:

- Demonstrate to the citizens of Stephenville, the investment community, and the bond rating agencies that the City is committed to a strong fiscal operation;
- Provide precedents for future policy-makers and financial managers on common financial goals and strategies;
- Fairly present and fully disclose the financial position of the City on conformity to generally accepted accounting principals (GAAP); and
- Demonstrate compliance with finance-related legal and contractual issues in accordance with the Texas Local Government Code and other legal mandates.

These policies will be reviewed and updated annually as part of the budget preparation process.

## II. Operating Budget Policy Statement

### A. Preparation

Budgeting is an essential element of financial planning, control, and evaluation process of municipal government. The "Operating Budget" is the City's annual financial operating plan. The budget includes all of the operating departments of the City. It also includes the debt service funds, all capital improvement programs, and all enterprise funds. The Finance Department prepares the budget, with the cooperation of all departments, and under the direction of the City Administrator who makes necessary changes and transmits the document to the City Council.

1. Proposed Budget – Under the City Charter, the City Administrator is responsible for preparing and recommending an operating budget for City Council consideration. Such



budget shall provide a complete plan for the fiscal year within the provisions of the City Charter.

- a. A budget message which shall outline the proposed financial policies for the next year with explanations of any change from previous years in expenditures and any major changes in policy and complete statement regarding the financial conditions of the City
  - b. The budget shall include four basis segments for review and evaluation: (1) personnel costs, (2) line item budget for operations and maintenance costs, (3) service level adjustments for increases or decreases to existing service levels, and (4) revenues.
  - c. The budget review process shall include the City Council participation in the development of each of the four segments of the proposed budget.
2. Adoption of the Budget – The budget and all supporting schedules shall be filed with the City Secretary when submitted to the Council and shall be open for public inspection by anyone interested.

At the Council meeting at which time the budget is submitted, the Council will name the time and place of a budget public hearing and will publish the notice of the public hearing at least ten (10) days before the date of the hearing. At this hearing, interested citizens may express their opinions concerning items of expenditure, giving their reasons for wishing the increase or decrease in any items of expense. After the public hearing, the Council shall analyze the budget, making any additions or deletions which they feel appropriate, and shall, at least twenty (20) days prior to the beginning of the next fiscal year, adopt the budget by a favorable majority vote of all members of the Council. Should the Council take no action on or prior to such day, the budget, as submitted, shall be deemed to have been finally and unanimously adopted by the Council.

#### **B. Balanced Budget**

The goal of the City is to balance the operating budget with the current revenues, whereby, current revenues would match and fund on-going expenditures/expenses.

#### **C. Planning**

The budget process will be coordinated so that major policy issues are identified prior to the budget approval date. This will allow the City Council adequate time for consideration of appropriate decisions and analysis of financial impacts.

**D. Reporting**

Summary financial reports will be presented to the City Council quarterly. These reports will be in a format appropriate to enable the City Council to understand the overall budget and financial status. The City Administrator will also present a mid-year report to the City Council following the end of the second fiscal quarter which updates the status of projects and related financial goals set forth in the budget.

**E. Control and Accountability**

Each Department Director, appointed by the City Administrator, will be responsible for the administration of his/her departmental budget. This includes accomplishing the objectives adopted as part of the budget and monitoring each departmental budget for compliance with spending limitations.

**F. Contingency Appropriations**

The budget may include contingency appropriations within designated operating departmental budgets. These funds are to offset expenditures for unexpected maintenance or other unanticipated or unforeseen expenses that might occur during the year.

**III. Asset Management**

**A. Cash Management and Investments**

The City Council has formally approved a separate Investment Policy for the City of Stephenville that meets the requirements of the Public Funds Investment Act (PFIA), Section 2256 of the Texas Local Government Code. This policy is reviewed annually by the City Council, and it applies to all financial assets held by the City.

1. Statement of Cash Management Philosophy – The City shall maintain a comprehensive cash management program to include the effective collection of all accounts receivable, the prompt deposit of receipts to the City's depository, the payment of obligations, and the prudent investment of idle funds in accordance with this policy.
2. Objectives - The City's investment program will be conducted as to accomplish the following listed in priority order:
  - a. Safety of the principal invested
  - b. Liquidity and availability of cash to pay obligations when due
  - c. Receive the highest possible rate of return (yield) consistent with the City's investment policy.

3. Safekeeping and Custody - Investments may only be purchased through brokers/dealers who meet the criteria detailed in the investment policy, which also addresses internal controls related to investments.
4. Standard of Care and Reporting – Investments will be made with judgment and care, always considering the safety of principal to be invested and the probable income to be derived. The Director of Finance is responsible for overall management of the City's investment program and ensures all investments are made in compliance with the investment policy. An investment report, providing both summary and detailed information, will be presented to the City Council quarterly.
5. Authorized Investments – The City can currently invest in the following:
  - a. U.S Treasury and Agency securities;
  - b. Obligations of this state or other states, agencies, counties, cities, rated as to investment quality by a nationally recognized investment rating firm of not less than A;
  - c. Certificates of Deposit;
  - d. Fully collateralized Repurchase Agreements;
  - e. No-load Money Market Mutual Funds;
  - f. Investment Pools that meet the requirements of PFIA.

**B. Fixed Assets**

These assets will be reasonably safeguarded and properly accounted for, and prudently insured.

1. Capitalization Criteria – For purposes of budgeting and accounting classification, the following criteria must be capitalized:
  - The asset is owned by the City.
  - The expected useful life of the asset must be longer than one year, or extend the life of an identifiable existing asset by more than one year.
  - The original cost of the asset must be at least \$5,000.
  - The asset must be tangible.
  - On-going repairs and general maintenance are not capitalized.
2. New Purchases – All costs associated with bringing the asset into working order will be capitalized as part of the asset costs. This will include start up costs, engineering or consultant type fees as part of the asset cost once the decision or commitment to purchase the asset is made. The cost of land acquired should include all related costs associated with its purchase.
3. Improvements and Replacement – Improvements will be capitalized when they extend the original life of an asset or when they make the asset more valuable than it was originally. The replacement of assets' components will normally be expensed unless they are of a significant nature and meet all the capitalization criteria.

4. Contributed Capital – Infrastructure assets received from developers or as a result of annexation will be recorded as equity contributions when they are received.
5. Distributions Systems – All costs associated with public domain assets, such as streets and utility distribution lines will be capitalized in accordance with the capitalization policy. Costs should include engineering, construction and other related costs including right-of-way acquisition.
6. Reporting and Inventory – The Finance Department will maintain the permanent records of the City's fixed assets, including description, cost, department of responsibility, date of acquisition, depreciation and expected useful life. Periodically, random sampling at the department level will be performed to inventory fixed assets assigned to that department. Responsibility for safeguarding the City's fixed assets lies with the department Director whose department has been assigned the asset.

#### **IV. Debt Management**

The City of Stephenville recognizes the primary purpose of capital facilities is to provide services to the citizens. Using debt financing to meet the capital needs of the community must be evaluated according to efficiency and equity. Efficiency must be evaluated to determine the highest rate of return for a given investment of resources. Equity is resolved by determining who should pay for the cost of capital improvements. In meeting demand for additional services, the City will strive to balance the needs between debt financing and "pay-as-you-go" methods. The City realizes that failure to meet the demands of growth may inhibit its continued economic vitality, but also realizes that too much debt may have detrimental effects on the City's long-range financial condition.

The City will issue debt only for the purpose of acquiring or constructing capital assets for the general benefit of its citizens and to allow it to fulfill its various purposes as a city.

**A. Usage of Debt** – Debt financing will be considered for non-continuous capital improvements which citizens will be benefited. Alternatives for financing will be explored prior to debt issuance and include, but not limited to:

- Grants
- Use of Reserve Funds
- Use of Current Revenues
- Contributions from developers and others
- Leases
- Impact Fees

When the City utilizes long-term financing, it will ensure that the debt is soundly financed by conservatively projecting revenue sources that will be used to pay the debt. It will not finance the improvement over a period of time greater than the useful life of the improvement and it

will determine that the cost benefit of the improvement, including interest costs, is positive to the community.

**B. Types of Debt –**

1. General Obligation Bonds – General obligation bonds must be authorized by a vote of the citizens of Stephenville. They are used only to fund capital assets of the general government and are not to be used to fund operating needs of the City. The full faith and credit of the City as well as the City's ad valorem taxing authority back general obligation bonds. Conditions for issuance of general obligation debt include:
  - When the project will have a significant impact on the tax rate;
  - When the project may be controversial even though it is routine in nature; or
  - When the project falls outside normal bounds of projects the City has typically done.
2. Revenue Bonds – Revenue bonds will be issued to provide for the capital needs of any activities where the capital requirements are necessary for a continuation or expansion of a service. The improved activity shall produce a revenue stream to fund the debt service requirements of the necessary improvement to provide service expansion. The average life of the obligation should not exceed the useful life of the asset(s) to be funded by the bond issue.
3. Certificates of Obligation (CO's) – Certificates of obligation or contract obligations may be used to fund capital requirements that are not otherwise covered either by general obligation or revenue bonds. Debt service for CO's may be either from general revenues (tax-supported) by a specific revenue stream(s) or a combination of both. Typically, the City may issue CO's when the following conditions are met:
  - When the proposed debt will have a minimal impact on future effective property tax rates;
  - When the projects to be funded are within the normal bounds of city capital projects, such as roads, parks, various infrastructure and City facilities; and
  - When the average life of the obligation does not exceed the useful life of the asset(s) to be funded by the issue.

Certificates of obligation will be the least preferred method of financing and will be used with prudent care and judgment by the City Council. Every effort will be made to ensure public participation in decisions relating to debt financing.

- C. Method of Sale –** The City will use a competitive bidding process in the sale of bonds unless a condition in the bond market or the nature of the issue warrants a negotiated bid. In such situations, the City will publicly present the reasons for the negotiated sale. The City will rely on the recommendation of the financial advisor in selection of the underwriter or direct purchaser.

- D. **Disclosure** – Full disclosure of operating costs along with capital costs will be made to the bond rating agencies and other users of financial information. The City staff, with the assistance of the financial advisor and bond counsel, will prepare the necessary materials for presentation to the rating agencies and will aid in the production of the preliminary Official Statements. The City will take the responsibility for the accuracy of all financial information released.
- E. **Federal Requirements** – The City will maintain procedures to comply with arbitrage rebate and other Federal requirements.
- F. **Debt Restructuring** – The City will issue bonds not to exceed the useful life of the asset being financed. The structure should approximate level debt service unless operational matters dictate otherwise. Market factors, such as the effects of tax-exempt designations, the cost of early redemption options and the like, will be given consideration during the structuring of long-term debt instruments.
- G. **Debt Coverage Ratio** – Refers to the number of times the current combined debt service requirements or payments would be covered by the current operating revenues, net of on-going operating expenses of the City's combined utilities (Water and Wastewater). The current bond ordinance for outstanding utility debt requires a combined minimum 1.25 times coverage ratio.
- H. **Bond Reimbursement Resolutions** – The City may utilize bond reimbursements as a tool to manage its debt issues, due to arbitrage requirements and project timing. In so doing, the City uses its capital reserves "cash" to delay bond issues until such time when issuance is favorable and beneficial to the City. The City Council may authorize a bond reimbursement resolution for General Capital projects that have a direct impact on the City's ad valorem tax rate when the bonds will be issued within the term of the existing City Council.

The City Council may also authorize revenue bond reimbursements for approved utility and other self-supporting capital projects.

## V. **Other Funding Alternatives**

When at all possible, the City will research alternative funding opportunities prior to issuing debt or increasing user-related fees.

- A. **Grants** – All potential grants will be examined for any matching requirements and the source of those requirements identified. A grant funding worksheet, reviewed by Finance, that clearly identifies funding sources, outcomes and other relevant information will be presented and approved by the City Council prior to any grant application being submitted. It must be clearly understood that any resulting operation requirements of the grant could be discontinued once the term and conditions of the project have been terminated. The City Council must authorize acceptance of any grant funding.

- B. Use of Reserve Funds** - The City may authorize the use of reserve funds to potentially delay or eliminate a proposed bond issue. This may occur due to higher than anticipated fund balances in prior years, thus eliminating or reducing the needs for debt proceeds, or postpone a bond issue until market conditions are more beneficial or timing of the related capital improvements does not correspond with the planned bond issue. Reserve funds used in this manner are replenished upon issuance of the proposed debt.
- C. Developer Contributions** – The City will require developers who negatively impact the City’s utility capital plans to offset those impacts.
- D. Leases** – The City may authorize the use of lease financing for certain operating equipment when it is determined that the cost benefit of such arrangement is advantageous to the City.
- E. Impact Fees** – The City will impose impact fees as allowable under state law for both water and wastewater services. These fees will be calculated in accordance with statute and reviewed at least every three years. All fees collected will fund projects identified within the Fee study and as required by state laws.

## **VI. Financial Conditions and Reserves**

The City of Stephenville will maintain budgeted minimum reserves in the ending working capital/fund balances to provide a secure, healthy financial base for the City in the event of a natural disaster or other emergency, allow stability of City operations should revenues fall short of budgeted projections and provide available resources to implement budgeted expenditures without regard to actual timing of cash flows into the City.

- A. Operational Coverage** – The City’s goal is to maintain operations coverage of 1.00, such that operating revenues will at least equal or exceed current operating expenditures. Deferrals, short-term loans, or one-time sources will be avoided as budget balancing techniques.
- B. Operating Reserves** – City wide the City will maintain reserves at a minimum of ninety (90) days (25%) of net budgeted operating expenditures. Net budgeted operating expenditures are defined as total budgeted expenditures less interfund transfers and charges, general debt service (tax-supported), direct cost for purchased power and payments from third party grant monies.
  - 1. **General Fund** – The unobligated fund balance in the General Fund should equal at least ninety (90) days or 25% of annual budgeted General Fund expenditures.
  - 2. **Utility Fund** –Working capital reserves in the Utility Fund should be 25% or ninety (90) days.

For all other funds, the fund balance is an indication of the balance of each particular fund at a specific time. The ultimate goal of each such fund is to have expended the fund balance at the conclusion of the activity for which the fund was established.

Reserve requirements will be calculated as part of the annual budget process and any additional required funds to be added to the reserve balances will be appropriated within the budget. Funds in excess of the minimum reserves may be expended for City purposes at the will of the City Council once it has been determined that the use of the excess will not endanger reserve requirements in future years.

- C. **Liabilities and Receivables** – Procedures will be followed to maximize discounts and reduce penalties offered by creditors. Current liabilities will be paid within 30 days of receiving the invoice. Accounts receivable procedures will target collection for a maximum of 30 days of service. Receivables aging past 120 days will be sent to a collection agency.
- D. **Capital Projects Funds** – Every effort will be made for all monies within the Capital Projects Funds to be expended within thirty-six (36) months of receipt. The fund balance will be invested and income generated will offset increases in construction costs or other costs associated with the projects. Capital project funds are intended to be expended totally, with any unexpected excess to be transferred to the Debt Service Fund to service project-related debt service.
- E. **General Debt Service Funds** - Revenues within this fund are stable, based on property tax revenues. Balances are maintained to meet contingencies and to make certain that the next year's debt service payments may be met in a timely manner. The fund balance should not fall below one month or 1/12<sup>th</sup> annual debt service requirements, in accordance with IRS guidelines.
- E. **Investment of Reserve Funds** - The reserve funds will be invested in accordance with the City's investment policy.

## VII. Internal Controls

- A. **Written Procedures** – Wherever possible, written procedures will be established and maintained by the Director of Finance for all functions involving cash handling and/or accounting throughout the City. These procedures will embrace the general concepts of fiscal responsibility set forth in this policy statement.
- B. **Department Directors Responsibility** - Each department director is responsible for ensuring that good internal controls are followed throughout the department, that all Finance Department directives are implemented and that all independent auditor internal control recommendations are addressed.



# Basis of Accounting/Budgeting

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The budgetary and accounting policies contained in the budget document conform to generally accepted accounting principles (GAAP) as established by the Governmental Accounting Standards Board (GASB). The accounts of the City are organized on the basis of funds and account groups, each of which is considered a separate budgetary and accounting entity. Within the budget, the City's various funds are grouped into the following categories of fund types:

**Governmental Fund Types** – Include the General Fund, Debt Service Fund, Special Revenue Funds, and Capital Projects Fund. The City accounts and budgets for all general government funds using the modified accrual basis. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual (i.e., both measurable and available). Available revenues collected within the current period or soon thereafter are used to pay liabilities of the current period. Expenditures represent a decrease of financial resources, and other than interest on general long-term debt, are recorded when the fund liability is incurred, if measurable. Interest on general long-term debt is recorded when due. Exceptions to this general rule include: (1) accumulated unpaid vacation, sick pay, and other employee benefits which are not accrued; (2) principal and interest on general long-term debt which is recognized when due; and (3) prepaid expenses, which are not recorded.

**Proprietary Fund Types** – Include the Utility Fund, and are accounted and budgeted for on a cost-of-services or “capital maintenance” measurement focus, using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recognized when incurred. For purposes of this budget presentation, depreciation is not displayed and capital expenditures and bond principal payments are shown as utilized by each fund.

## **Governmental Fund Types**

Governmental Fund Types are those through which most governmental functions of the City are financed. The acquisition, use, and balances of the City's expendable resources and the related liabilities (except those accounted for in the Proprietary and Fiduciary types) are accounted for through the Governmental Fund Types.

**General Fund:** The General Fund is the general operating fund of the City and accounts for the ordinary operations of the City that are financed from taxes and other general revenues. It is used to account for all financial resources except those required to be accounted for in another fund. Major functions financed by the General Fund include: Administration, Administrative Services, Fire and Police, Community Development and Community Services.

**Special Revenue Fund:** The Special Revenue Funds account for the accumulation and distribution of resources. The Hotel/Motel Tax Fund accounts for the tax revenues received from local hotels and bed and

breakfasts and for expenditures made within guidelines of the Texas Hotel Occupancy Tax Act. The Child Safety Fund accounts for the court costs used to enhance child safety, health, nutrition; including child abuse prevention and intervention and substance abuse prevention. The LEOSE Fund accounts for restricted law enforcement officer education and training activity.

**Debt Service Fund:** The Debt Service Fund is used to account for accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs other than debt serviced by Proprietary Fund Types. The revenue source is principally ad valorem taxes levied by the City.

**Capital Projects Fund:** Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities and equipment.

### **Proprietary Fund Types**

Enterprise Funds are used to account for operations that are either financed and operated in a manner similar to private business enterprises, or where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management, control, accountability, or other purposes.

**Utility Fund:** This fund accounts for water and sewer services for the residents of the City. All activities necessary to provide such services are accounted for in the fund, including administration, operation, maintenance, financing and related debt service, and billing and collection.

**Sanitary Landfill Fund:** This fund accounts for solid waste collection and disposal services provided to the residents of the City.

**Airport Fund:** This fund accounts for municipal airport services and to support air transportation and charter services.

**Storm Water Drainage Fund:** This fund accounts for the maintaining of existing storm water drainage ways and the construction of new drainage ways.

PROPOSED

# Budget Glossary

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The Annual Budget contains specialized and technical terminology that is unique to public finance and budgeting. To help the reader of the 2015-16 Annual Budget document to better understand these terms, a budget glossary has been included.

**Account:** A term used to identify an individual asset, liability, expenditure control, revenue control, encumbrance control, or fund balance.

**Accounting System:** Records and procedures which are used to record, classify and report information on the financial status and operations of the entity.

**Accrual Basis of Accounting:** A basis of accounting under which revenues are recorded when earned and expenditures are recorded as soon as they result in liabilities for benefits received, notwithstanding that the receipt of the revenue or the payment of the expenditure may take place, in whole or in part, in another accounting period.

**Activity:** A specific and distinguishable line of work performed by one or more organizational components of a governmental unit for the purpose of accomplishing a function for which the governmental unit is responsible. See also **Function**.

**Ad Valorem Taxes:** In proportion to value. A basis for levy of taxes upon property. See **Property Taxes**.

**Amended Budget:** Includes the adopted budget for a fiscal year, plus any budget amendments or budget transfers.

**Appraised Value (Assessed Valuation):** The value of real and/or personal property assigned by the assessor as a basis for the levying of property taxes. (Property values are established by the Erath County Tax Appraisal District.)

**Appropriation:** An authorization granted by the legislative body to make expenditures and to incur obligations for specific purposes.

**Assets:** Resources owned or held by the City, which have a monetary value.

**Authorized Positions:** Employee positions, which are authorized in the adopted budget, to be filled during the year.

**Available (Undesignated) Fund Balance:** This refers to the funds remaining from the prior year, which are available for appropriation and expenditure in the current year.

**Base Budget:** Cost of continuing the existing levels of service in the current budget year.

# Budget Glossary

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**Bond:** A long-term IOU or promise to pay a sum of money (the face amount of the bond) on a specific date(s) (the bond maturity date) at a specified interest rate.

**Bonded Debt:** That portion of indebtedness represented by outstanding bonds.

**Bond Ordinance:** An ordinance or resolution authorizing a bond issue.

**Bond Refinancing:** The pay-off and re-issuance of bonds, to obtain better interest rates and/or bond conditions.

**Budget:** An annual plan of financial operation embodying an estimate of proposed expenditures and the estimated means of financing them. The approved budget is authorized by ordinance and thus specifies the legal spending limits for the fiscal year.

**Budget Calendar:** The schedule of key dates which the City follows in the preparation and adoption of the budget.

**Budget Document:** The instrument used by the budget-making authority to present a comprehensive financial plan of operations to the City Council.

**Budget Message:** The opening section of the budget which provides the City Council and the public with a summary of the most important aspects of the budget, changes from previous years and views and recommendations of the City Administrator.

**Budget Ordinance:** The official enactment, by the City Council, to legally authorize the City Staff to obligate and expend the resources of the City.

**Capital Improvements Program (CIP):** A long-range plan for providing the capital outlays necessary to ensure that adequate services are provided the residents of the City. The plan includes improvements to, or the acquisition of, structural improvements and major equipment purchases.

**Capital Projects Fund:** A fund created to account for financial resources to be used for the acquisition and/or the construction of major capital facilities or equipment.

**Capital Outlays:** Expenditures for items which have a useful life in excess of one year and a purchase cost of at least \$1,000. Included in this category is the cost of land, buildings, permanent improvements, machinery, large tools, rolling and stationary equipment.

**Cash Basis of Accounting:** The basis of accounting in which transactions are recorded when cash is either received or disbursed.

# Budget Glossary

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**Cash Management:** The proper management of the cash necessary to pay for government services while investing temporary, idle, excess cash in order to earn interest revenue.

**Certificates of Obligation (CO's):** Bonds that finance a variety of public improvement projects which can be backed by general revenues, backed by a specific revenue stream, or a combination of both. Certificates of obligation will be used to fund capital assets where bond issues are not warranted as a result of the cost of the asset(s) to be funded through the instrument. This type of bond generally does not require voter approval.

**City Charter:** The document that establishes the City as an incorporated political subdivision (municipal government) in accordance with the statutes of the State of Texas.

**Contingency:** A budgetary reserve set aside for emergencies or unforeseen expenditures.

**Current Taxes:** Taxes that are due within one year.

**Debt Service Fund:** The fund used to account for the payment of principal and interest on all long-term debt.

**Delinquent Taxes:** Real or personal property taxes that remain unpaid on or after February 1<sup>st</sup> of each year upon which penalties and interest are assessed.

**Department:** A major administrative organizational unit of the City, which indicates overall management responsibility of one or more activities.

**Deficit:** The excess of expenditures over revenues during an accounting period.

**Depreciation:** The process of estimating and recording the expired useful life of a fixed asset which is used to distribute its cost over its revenue producing years.

**Encumbrance:** The commitment of appropriate funds to purchase an item or service. To encumber funds means to set aside or commit funds for specified future expenditure.

**Enterprise Fund:** A fund established to finance and account for operations (1) that are financed and operated in a manner similar to private business enterprises- where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (2) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

# Budget Glossary

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**Erath County Appraisal District:** An entity established by the State of Texas to ensure uniform property appraisals for all taxing entities in Erath County.

**Expenditure:** Funds spent in accordance with the budgeted appropriations on assets or goods and services obtained.

**Expenses:** A decrease in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

**Fiscal Year:** A 12-month period to which the annual operating budget applies. (The City of Stephenville has established October 1 through September 30 as its fiscal year.)

**Fixed Asset:** Assets of a long-term character, which are intended to continue to be held or used. Examples of fixed assets include items such as land, buildings, machinery, furniture and other equipment.

**Franchise Fee:** A fee paid by public service businesses for the use of City streets, alleys and property in providing their services to the citizens of the City. Services requiring franchises include electricity, telephone, natural gas, cable television, sanitation, taxicab, water and wastewater.

**Full Faith and Credit:** A pledge of the general taxing power of the City to repay debt obligations (the term typically used in reference to bonds.)

**Full Time Equivalent (FTE):** A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year, or full value of one for a full-time position.

**Function:** A group of related activities aimed at accomplishing a major service for which the City is responsible. For example, public safety is a function.

**Fund:** An accounting entity with a self-balancing set of accounts that record financial transactions for specific activities or government functions.

**Fund Balance:** The excess of assets over liabilities and reserves.

**General Fund:** The fund established to account for those resources devoted to financing the general administration of the City and traditional services provided to citizens. Service activities include fire and police protection, streets, drainage, park maintenance and recreational activities.

**General Ledger:** A listing of various accounts, which are necessary to reflect the financial position of a fund.

# Budget Glossary

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**Generally Accepted Accounting Principles (GAAP):** The uniform minimum standards and guidelines for financial accounting and reporting. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board (GASB).

**General Obligation Bonds:** Bonds that finance a variety of public improvement projects, which pledge the full faith, credit and taxing power of the City. This type of bond requires voter approval.

**Grants:** Contributions or gifts of cash or other assets from another government to be used or expended for a specific purpose, activity or facility.

**Impact Fees:** Fees assessed to developers to help defray a portion of the costs that naturally result from increased development. By Texas law, these fees must be used for capital acquisition or debt service relating to capital projects.

**Infrastructure:** Roads, bridges, curbs and gutters, street, sidewalks, drainage systems, lighting systems, water lines, wastewater lines and other improvements that are installed for the common good.

**Intrafund Transfers:** Funds transferred from one fund to another fund for specific purposes: i.e., debt service, reimbursement for services.

**Intergovernmental Revenue:** Funds received from federal, state and other local government sources in the form of grants, shared revenues and payments in lieu of taxes.

**Investments:** Securities purchased and held for the production of income in the form of interest, dividends, rentals or base payments.

**Invoice:** A bill requesting payment for goods or services by a vendor or other governmental unit.

**Levy:** To impose taxes, special assessments, or service charges for the support of City activities.

**Liabilities:** Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed or refunded at some future date. This term does not include encumbrances.

**Line-Item Budget:** A budget prepared along departmental lines that focus on what is to be bought.

**Modified Accrual Accounting:** A basis of accounting in which expenditures are accrued, but revenues are accounted for on a cash basis. This accounting technique is combination of cash and accrual accounting since expenditures are immediately incurred as a liability, while revenues are not recorded until they are actually received.



# Budget Glossary

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**Object of Expenditure:** An expenditure classification, referring to the lowest and most detailed level of classification, such as electricity, office supplies, asphalt, and furniture.

**Objective:** Desired output oriented accomplishments, which can be measured and achieved within a given time frame.

**Operating Budget:** Operating budgets serve many purposes within a governmental entity, but they have two primary purposes: (1) to plan the services that are going to be offered during the coming year and set priorities; (2) to conform with legal requirements to ensure that expenditures do not exceed those appropriated. Operating budgets are also called Annual Budgets. See **Budget**.

**Ordinance:** A formal legislative enactment by the governing board of a municipality.

**Pay-as-you-go Basis:** A term used to describe a financial policy by which capital outlays are financed from current revenues rather than through borrowing.

**Performance Measure:** Data collected to determine how effective or efficient a program is in achieving its objectives.

**Personnel Costs:** Costs related to compensating employees including salaries, wages, insurance, payroll taxes and retirement contributions.

**Property Tax:** Ad valorem tax levied on both real and personal property according to the property's valuation and the tax rate.

**Real Property:** Property classified by the State Property Tax Board including residential single and multi-family, vacant lots, acreage, farm and ranch improvements, commercial and industrial, and oil, gas and other mineral reserves.

**Refunding Bonds:** Bonds issued to retire bonds already outstanding. The refunding bonds may be sold for cash and outstanding bonds redeemed in cash, or the refunding bonds may be exchanged with holders of outstanding bonds.

**Reserves:** An account used to indicate that a portion of a fund balance is restricted for a specific purpose.

**Resolution:** A special or temporary order of the City; an order of the City requiring less legal formality than an ordinance.

**Retained Earnings:** The equity account reflecting the accumulated earnings of the Proprietary Funds.

# Budget Glossary

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**Revenue:** Funds that the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, shared revenues and interest income.

**Revenue Bonds:** Bonds whose principal and interest are payable exclusively from a revenue enterprise or project, pledged as the funding source before issuance.

**Services:** Operational expenses related to professional or technical services and other outside organizations.

**Special Assessment:** Charges imposed against property because that property receives a special benefit by virtue of some public improvement, separate and apart from the general benefit accruing to the public at large.

**Special Revenue Fund:** A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or for major capital projects) that are legally restricted to expenditure for specified purposes.

**Supervisory Control and Data Acquisition (SCADA):** Electronic monitoring of water pump stations, sewer lift stations, pumps and motors at the wastewater treatment plant.

**Surplus:** The excess of the assets of a fund over its liabilities, or if the fund has other resources and obligations; the excess of resources over the obligations. The term should not be used without a properly descriptive adjective unless its meaning is apparent from the context. See also Fund Balance.

**Tax Base:** The total value of all real, personal and mineral property in the City as of January 1<sup>st</sup> of each year, as certified by the Erath County Appraisal District. The tax base represents net value after all exemptions.

**Tax Levy:** The total amount to be raised by general property taxes for purposes specified in the Tax Levy Ordinance.

**Tax Levy Ordinance:** An ordinance by means of which taxes are levied.

**Tax Rate:** The amount of tax stated in terms of a unit of the tax base; for example, 44 cents per \$100 of assessed valuation of taxable property.

**Tax Roll:** The official list showing the amount of taxes levied against each taxpayer or property.

# Budget Glossary

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**Transfers In/Out:** Amounts transferred from one fund to another to assist in financing the services or programs for the recipient fund.

**User Charges:** The payment of a fee for a direct receipt of a public service by the party benefiting from the service.

**Unencumbered Fund Balance:** For budget purposes, the unencumbered fund balance is the amount of undesignated fund balance of a fund available for allocation.

**Unreserved Fund Balance:** The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

**Unreserved Fund Balance:** The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

**Working Capital:** For enterprise funds, the excess of current assets over current liabilities. Working capital of a fund is important because budgeted expenditures of the fund must be provided for from cash receipts during the year supplemented by working capital carried over from prior years, if any.